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User Documentation

Volume I

Department of the Interior • Bureau of Land Management • Service Center

Interim System

Introductory Materials

Interim System Release 1.0

This *Introductory Materials* Version:
March 1, 1993

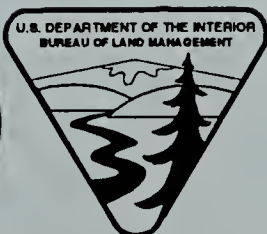
The Introductory Materials include background and conventions information on the Interim System documentation. Also included in this frontpiece is a complete outline of all Interim System documentation materials.

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United States Department of the Interior
Bureau of Land Management



Service Center
Building 50, Denver Federal Center
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Introductory Materials Contents

NOTE:

This listing is current as of **March 1, 1993**. Each section in the Interim System documentation is similarly dated on the bottom of every page.

Check the date noted following the entries in each book's respective Contents (7/3/92, for example) to be sure you are using the most current version of each section of the documentation.

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NOTE:

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- F - Accounting Advice Processing
- G - Restricted Case Processing

Chapter 1: The Interim System

This chapter explains...

- The goals and objectives behind the development of the Interim System.
- The systems replaced by the functionality of the Interim System.
- The purpose of automated case processing in the Bureau of Land Management.

Introduction to the Interim System Release 1.0

The Interim System, commonly called the System throughout these documentation materials, serves several purposes within the Bureau of Land Management. As an introduction to multiple projects and a carry-over for the Alaska Automated Land Record System (AALRS), the System provides an overview into the potential of LIS and GIS within the BLM, and a positive step for replacing the Burroughs system in Alaska.

The System's primary goal is to replicate and update AALRS, and provide an avenue to standardize the land and information records bureau-wide. The System began development in the late 1980s. Since then, several new options have been developed, enhanced and implemented as well as maintaining the current functionality of AALRS, ORCA, Case Recordation, and Mining Claims.

A significant portion of the System is dedicated to the case processing functions of land information management and data entry. As you work through this documentation and the System itself, you will discover that the entry and maintenance of the case processing data, including case files, action records, land records, customer records, and other data, affect the entire structure and functionality of the automated systems.

This documentation and other BLM guidelines, including the Data Element Dictionary, provide a standard for data entry and the use of the System to help maintain data for your office and the entire BLM organization.

Chapter 2:

Documentation Conventions

This chapter explains...

- The Interim System Documentation Library organization.
- The Interim System Documentation usage.
- Margin notes and icon usage in the Interim System Documentation.
- Different graphics and typestyle usage throughout the Interim System Documentation.
- Term usage throughout the Interim System Documentation.

Introduction to the Interim System Documentation Library

The Interim System Documentation Library provides an easily understood and convenient set of instructions for entering and managing your state's automated land records. The goal in producing this set of materials has been to make them useful to you, the user.

The Interim System Documentation Library contains several organized elements, or *books*. Each of these elements performs a unique role to provide information to System users. A few minutes of familiarization with the following chapter will assist you in making better use of the Interim System Documentation Library as a whole.

As always, your suggestions for the improvement of this documentation are not only appreciated, but are encouraged as we refine and republish sections of the Documentation Library. The continuing objective behind the Interim System documentation effort is to serve users' needs through enhancing these materials over time.

NOTE:

This documentation contains a user response survey for you to provide the documentation staff with feedback and suggestions on the functionality of these materials. You are strongly urged to take a few minutes to fill out and return this form. Your suggestions are valuable!

If your copy of the Interim System Documentation Library does not contain the user response survey, please submit your opinions and ideas anyway. You may reach the documentation staff by telephone, facsimile, or mail:

**Chief, Field Operations Section
Bureau of Land Management (SC-344C)
Service Center
Building 50, Denver Federal Center
Post Office Box 25047
Denver, CO 80225-0047**

Or by FAX or telephone:

**FAX: (SC) 303/236-0831, FTS 776-0831;
(TGS) 303/236-8921**

**Phone: (SC) 303/236-0987; (FTS) 776-0987
(TGS) 303/236-6492**

The sections in this chapter cover the following topics:

- How the Documentation Library is organized into different elements.
- How different kinds of margin notes and graphics are used in the Documentation Library.
- What different conventions are used throughout the Documentation Library, including: typestyles, headings and indentation.
- What the different elements in the Interim System are called and how this terminology is standardized throughout the Documentation Library.

WARNING:

This documentation does not specify entry procedures specific to your data or individual task and it does not include required procedures established within your state. The Interim System Documentation Library provides information on how to use the functions of the System, how to navigate within the System structure, and System entry procedures.

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Mention of trade names or commercial products does not constitute endorsement or recommendation for use by the government. No author or anyone acting on behalf of the software system assumes any liability or responsibility for damages (including consequential) caused by reliance on the materials presented, or from the use of any information, apparatus or processing method disclosed in this documentation. The right is reserved to make changes without notice in the specifications and materials contained herein.

Acknowledgments

The Interim System Documentation Library was created, written and published under the direction of the Field Operations Section (SC-344C), BLM Service Center Carl Zulick and Gerald Edler, Section Chiefs; and Dan Martin Task Order Manager.

This user's Documentation Library reflects the valuable input of State Office representatives, users, and testers, as well as documentation, training, and programming personnel involved in developing and testing the Interim System Release 1.0 software. Their input is greatly appreciated, and is invaluable for the Interim System documentation effort.

This documentation library was created electronically using Aldus PageMaker 4.1 and PC Word Perfect 5.1 on Apple® Macintosh® and IBM-compatible personal computers.

This documentation is set in New Century Schoolbook, Avant Garde and Courier type, using a one-third to two-third column page grid.

Artwork was produced using Adobe Illustrator®, MacDraw II® and Studio/8® graphics applications.

Screen shots of each page of the forms within the Interim System were captured using SnapJot®, Studio/8® and Versaterm Pro® terminal emulation software.

TGS Technology staff responsible for documentation production include: Leofwin Clark, GIS Technical Applications Group Manager; Tom Gilboy, Documentation Specialist; Elizabeth Kohr, Technical Writer; and Steve Miller, Training Specialist.

2.1 Documentation Library Organization

The Interim System Documentation Library contains several major elements, or *books*, that each provide a unique set of information to the user. These elements are:

Introductory Materials

User's Handbook

Reference Guide

Glossary of Terms

Appendices

Index (to all Sections of the Library)

Keyboard Templates

Quick Reference Guide

Training Materials

The contents at the beginning of the Interim System Documentation Library materials provide a complete listing of all the materials contained within each of the elements listed above. The following descriptions, however, provide an explanation of the organizational principles and purpose of the books.

Introductory Materials - The *Introductory Materials*, of which this section is a part, provide the user with information that applies to the entire documentation library.

Chapter 1 discusses the overall objectives and purposes of the Interim System and why it is replacing the older automated land record systems in the Bureau of Land Management.

Chapter 2, which you are reading now, explains the organization and usage of the documentation. Subsequent sections of this chapter explain the graphic and typographic conventions used throughout the documentation library. Also, Section 2.4 defines some common terms used throughout the documentation.

Chapter 3 explains how to get started using the Interim System, including: System login procedures, terminal type configuration, List of Values (LOV) usage, Quick Transfer (QXFER) usage, and other pertinent System functions.

User's Handbook - The *User's Handbook* contains usage and function information on each Menu, Form, Page and Field in the System. This element of the Documentation Library follows the design and organization of the System's menu structure. Each chapter in the *User's Handbook* corresponds to a menu item on the System's Main Menu that appears when you enter the System. Each subsequent section in the chapters matches the organizational structure, and is numbered accordingly, for all of the elements depicted on the Interim System Map.

NOTE

The page numbering for each section of the *User's Handbook* is independent of the remainder of the chapter. The footer on the bottom edge of each page identifies the chapter, section and page number contiguously, e.g., 1.1 - 3 specifies chapter 1, section 1, page 3.

Reference Guide - The *Reference Guide* contains information on each piece of the System organized alphabetically by menu, form or field.

Chapter 1 contains an alphabetical listing of each menu in the system followed by a brief explanation of the menu's purpose and the available options.

Chapter 2 contains a listing and description of each form found in the System, including, purpose and use, and structure and content overview. The forms are listed in order of their Program Name, such as CASE100F, rather than alphabetically by name.

Chapter 3 contains an alphabetical listing of each field found within the System. The alphabetical listing follows the BLM standard Data Element Dictionary abbreviations or the standard abbreviation of the field as it is used throughout the System. Each field's listing contains a description of its use and, if applicable, its Data Element number.

Glossary - The *Glossary* contains an alphabetical listing and definitions of useful System and case recordation terms used in this documentation.

Appendices - The *Appendices* contain various supplemental information to assist users.

Appendix A contains the keyboard mapping for the various terminals supported by the System.

Appendix B contains a listing of the error messages in the System with troubleshooting descriptions.

Appendix C contains a complete System Map (graphic location of each form and menu and their relation to one another).

Appendix D contains data matrix information that crosswalks older data element numbers with newer, revised codes.

Index - The *Index* contains an alphabetical listing of subjects contained throughout the System Documentation Library. Each subject entry in the index identifies the documentation element in which the reference can be found and then the page number within that particular documentation element.

All of the elements described here as part of the System Documentation Library assist you in a unique way in mastering the System. Each piece provides easy access and consistency, and has been tested by numerous reviewers in the field. Again, only your comments can help to improve this documentation. Please let us know of any technical errors, confusing wording or other suggestions at the following address.

**Chief, Field Operations Section
Bureau of Land Management (SC-344C)
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Building 50, Denver Federal Center
Post Office Box 25047
Denver, CO 80225-0047**

Or by FAX or telephone:

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(TGS) 303/236-8921**

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2.2 Documentation Graphic Elements

To the left of the main text areas, a portion of the page remains blank throughout the documentation. This space contains graphic elements to assist you in easily locating available options, user input, notes and warnings, etc..., defined in this section. These graphic elements or icons each serve a different purpose. Once you get to know their meanings, they can make the left-hand third of every page one of your best resources for locating the information you need quickly and easily.

This section describes the meanings and use of the icons used throughout the System Library. It is the only place within the documentation where the icons simply illustrate in examples how they look and what they mean, and are not used for their specific purpose.



Hand and Keyboard - Much of the documentation describes the purposes and functions of the various aspects of the System rather than how to actually perform a task by doing something such as typing an entry on the keyboard. The appearance of the Hand and Keyboard icon signals the user that the adjacent paragraph describes how to perform a specific action or task within the System, or identifies a place where the user must enter a value into the System.

It is possible to read nothing else in the documentation but the paragraphs marked with the Hand and Keyboard icon and still use the System quite successfully. An experienced user who knows what every field in the System means may only glance at a section to find the Hand and Keyboard icons and corresponding instructions to complete a particular form or perform a task in the System.

DE 2967
or...
LOV ♥

Data Element and LOV - Many of the fields that appear in the System correspond directly to an element in the BLM's Data Element Dictionary. Whenever a field described in the documentation uses a Data Element Number, the Data Element appears to the left of the field-description paragraph as in this example.

Many fields in the System also access a List of Values (LOV) screen for a list of valid codes or other information you may use to complete the field. In these cases

the LOV portion of the graphic appears in the left margin of the paragraph, also illustrated in this example.

It is unusual for a field that does not contain a Data Element reference to access a LOV screen, and vice-versa; in these cases, only the appropriate part of the graphic appears, i.e., only the LOV or Data Element number.



Mining Claims - The System incorporates the functionality of several older BLM automated land record systems, including the Mining Claims system used in the lower 48 states. For those references in the documentation that pertain strictly to mining claims functionality, the icon illustrated at the left appears in the margin. For users working with case types other than those relating to mining claims, the information next to the mining claims icon may be ignored.



Alaska Only - The System's platform intends to provide a standard for land records throughout the branches and offices of the BLM; nevertheless, several aspects of the system pertain strictly to Alaska data. The descriptions of these Alaska-specific elements appear in the documentation with the icon at the left. Non-Alaska users may disregard the information adjacent to the Alaska icon. Alaska users should take special note of these instances and respond appropriately to the data requirements described.



Restricted Access - Many parts of the System require special clearance for use, or are restricted for use by specialists. The icon shown here illustrates the pieces of the documentation that refer to these restricted elements. This icon also appears when reference is made to a restricted portion of the System so that the user is aware that she or he may not have access to the given directions.

Warnings - Warnings appear in boxes within the main text body as described in Section 2.3 of this chapter. Warnings look like notes but with the exclamation point added as shown to the left.



You should take special notice of any warnings that appear in documentation, as they contain information essential to the preservation of your work or data.

Other Graphic Elements - Subscribing to the theory that a picture is often worth a thousand words, every attempt has been made to make good use of graphic elements throughout the Documentation Library. These graphics, depending on their use, may appear directly within the text body, the margins, or across the entire width of the page.

Screen Shots - All depictions of screens in the System are labeled with a Figure Number consecutively within each documentation section or Form. Figures representing forms or pages in the System appear in a large, page-width format to provide the maximum amount of detail possible. Figures representing LOV screens appear in a smaller format to provide a reasonable facsimile of what will be seen in the System while saving space in the documentation.

Reports - Facsimiles of report output always appear at the very beginning of the section describing the report itself. These graphic reproductions of the printed reports convey the general content and format of the actual report. However, they are not absolutely accurate reproductions of the reports you may receive off of your specific printer. Report graphics are not numbered or titled under the assumption that it is clear that they pertain to the section in which they are found.

Other graphic elements appear in the text where necessary. These graphics are titled but not noted with a figure number. They are referred to within the text by their title and relative location on the page and are generally self explanatory.

Any of the graphic elements that are used throughout the documentation bookshelf are available in various file formats compatible with many different types of Apple® Macintosh® software. Please contact the address listed earlier in this chapter (Section 2.1) for more information on the use, revision or reproduction of these files.

2.3 Documentation

Typographical Conventions

The System Documentation Library was designed for readability, comprehension and understanding. The typographical conventions and the overall design of the document you are reading reflect this goal. The text you are reading now, for example, was chosen for the body of this documentation because of its legibility and aesthetic appeal, especially when used in blocks of text that require focus and attention.

Several other typographical styles serve specific purposes relating to legibility or to identify a particular aspect of the contents. Some of the specific uses of different type and formats are noted below so that you can use the documentation more effectively.

Examples - The documentation uses examples extensively to provide *real world* information in the context of System instructions. Examples in the body text of any section always appear in the following format:

Example:

This is an example of an example header (above this line) and some example text. Often example text also contains

computer text

to illustrate specific input or output as described below.

Examples that appear in descriptions of LOV portions of documentation sections appear in a slightly varied format:

LOV Example:

This is what a LOV example looks like. LOV examples illustrate specific uses of the List of Values functionality found in the System.

As often as possible, the examples in the documentation utilize valid data or real occurrences in the System.

LOV Text - Paragraphs that describe the List of Values functionality appear in italicized text. This text is smaller than the rest of the documentation text to set it off as additional information that you may not always need to read:

LOV text appears in sections that normally follow the field description to which they pertain. The beginning of an LOV section is usually noted with the LOV margin graphic described in section 2.2 of this chapter.

Computer Text - The documentation uses computer text extensively for instructions and examples to signify text that appears on your terminal screen or text that must be entered into the System verbatim:

Error messages, for example, are illustrated in this typestyle

While the text depicted here as being **computer text** may not look exactly like that on your terminal, it is distinguishable enough from the rest of the text used in the documentation to clearly identify its purpose, as text produced by the System or input to the System.

When instructions provide a certain sequence of characters on your keyboard to enter (such as type **Y** now), no other demarcation of the characters you enter, such as quotes, will be made. The **Y** you see in this typestyle means type it exactly as it is printed.

Key Names - All keys identified on your keyboard template, mentioned on the System screens and described within this documentation as an active task, appear in ALL CAPS. In a command line, where you enter data, the key you press will be all caps, e.g., press the COMMIT key to save your data.

Notes and Warnings - Special lines set off Notes and Warnings from the rest of the text. Also, these notes appear in a different typestyle meant to convey that a unique condition may exist or, in the case of warnings, that dangers may exist to your data, the System or performance if you do not follow instructions.

NOTE:

Notes describe special conditions or information that is important to the surrounding instructions. They may explain special circumstances or exceptions in the System which are important to know for continued operation.

While notes contain supplementary information, warnings should always be read:

WARNING:

Warnings alert you to steps that may damage data, or cause you to lose work or make mistakes that would be difficult to correct later.

2.4 Common Documentation Terms

The Documentation Library often uses the following terms. Many have meanings that are specific to this documentation while others are more general in nature. For a more complete listing of case recordation and Bureau terms and their definitions, refer to the *Glossary*.

NOTE:

The following list of terms are not listed in alphabetical order as in the *Glossary*; they are listed in sequence from general to specific.

Database - an organization of interrelated files created and managed by a Database Management System (DBMS).

Relational Database Management System - A

Relational Database Management System (e.g., Oracle) organizes data into **Tables** of related information. The table is the only type of data structure used in Relational Database Management Systems. Tables consist of vertical **Columns** and horizontal **Rows**. A column identifies a single data type and is given a field name, e.g., Geo State. Row and column intersections make up **Fields** that may contain **Values**. In an Oracle® database, a field can store one of three data types: numbers, characters or dates. A series of fields make up a **Record** which corresponds to a row in a table.

In a RDBMS, any two (or more) tables can be “related” to one another by including a common column (i.e., a common set of **Field** values) between them. By relating tables in this way, it is relatively simple to tie the information from many different tables together. In the Interim System, Case Serial Num is a field that ties many of the System’s primary tables together.

SQL - Structured Query Language (SQL®) is an English-like command language that allows a user to directly affect the contents and structure of tables as well as the relationships among tables in a database. SQL is an industry standard RDBMS language developed by IBM® and used with all Oracle® databases.

One of the most important features of SQL-based RDBMS's like Oracle® is *automatic navigation*: as a user, you specify database operations in terms of **what** is to be done, not **how** to do it. With a single SQL command, you can update multiple rows (perhaps in multiple tables) in the database without knowing or specifying data location, storage format or access paths. SQL-based RDBMS's let you concentrate on your data and free you from system-level details and concerns.

SQL*Forms - SQL*Forms® is the Oracle® software tool used to create and control the user interface for all of the Interim System. The primary component used by SQL*Forms is the **Form**.

Form - A *form* created within SQL*Forms is used to enter, modify, delete or query information in an Oracle® database (e.g., the Interim System database). To change or retrieve database records without a form, you must use SQL commands. A large majority of Interim System users will interact with the database using forms designed specifically for that purpose.

Forms resemble *fill-in-the-blank* printed documents (e.g., Income Tax forms, credit card applications). To a user, a form looks like a computer screen layout containing graphically identifiable blank spaces that are usually labelled. These blank spaces are called **Fields** (See Diagram 2 on the following page).

Field - A field on a form corresponds directly to a field in a database table. In the Interim System, a field's label on a form matches the field name in the table containing that field's values. Fields provide the avenue to enter data or update through the Interim System forms, using a fixed position and size on a form. Fields may also have other characteristics such as data entry restrictions. If you enter, update or delete information in a field on a form, you cause a corresponding change to the field's value in the associated database table.

Page - A *page* is a single computer screen layout of a form. A form may consist of a single page or many pages. If a form occupies two or more computer screen layouts, each individual screen is called a **page**. If a form consists of only one page, then the terms form and page refer to the same (single) computer screen

layout of fields. The Interim System contains several multi-page forms (e.g., CASE100F, CASE127F and CASE133F).

Menu - A *menu* is a specialized form that offers a list of **Options** (1, 2, 3,..., etc.) from which to choose (See diagram 3 on a following page). You choose an option by either moving a pointer (using the up and down arrow keys) to the position beside your desired option and pressing NEXT FIELD or by typing the option number and pressing NEXT FIELD.

Option - An *option* is a selection choice on an Interim System menu. Options may move you to a specific form, a submenu (i.e., a lower-level menu within the system), or the next higher-level menu.

Program Name - Each Interim System form is controlled by an Oracle® program created with Oracle's SQL*Forms® tool. Each Interim System form's program has a specific **Program Name** (e.g., CASE100F, CASE105F, CASE127F, CASE206F, CUST103F, LAND100F, MASS125F). Experienced users of the Interim System can often use program names along with the QXFER function to navigate to a specific form more quickly than by using all the intermediate menu(s) and option(s).

QXFER - A field labelled QXFER appears at the bottom right of all Interim System menus and submenus. When you move the cursor into this field, by following the instructions at the bottom of the menu screen, and type the program name of a form, you go directly to that form bypassing menus and submenus. Using the QXFER function requires that you know the program name of the form you want to access.

Screen - In all Interim System documentation, a *screen* refers to a single computer screen layout. A screen may be one page of a multi-page form, a whole form (if it occupies only one page), an Interim System menu or submenu, or any of a variety of help screens and List of Value (LOV) screens.

Function Keys - When using the Interim System, you press certain keys on your keyboard to move the cursor, enter, change or delete data, or tell the System to store information in the System's tables. These keys are called function keys because they carry out the operations or functions of SQL*Forms® programs.

Any number of keystrokes (simultaneous, serial or a combination of the two) can be designated a function key (e.g., [Esc]-[D]). If the first key name in a two-keystroke sequence is control [^] or [Shift], you hold the first key down while you simultaneously press the second key. If the first key is not control [^] or [Shift], you press it first and release it, then press the second key.

NOTE:

Because the Interim System uses several different terminals with different types of keyboards (e.g., Prime PT250's and PT200's, Pericom's, PC Enhanced, and Compaq Portable III's), it is impossible for a function like (EXECUTE QUERY) to always be activated by the same key. To avoid the confusion of referring to keyboard-specific keys, all Interim System documentation refers to function keys by their purpose, using names such as PREVIOUS FIELD, ENTER QUERY and LOV. For each terminal type, these names refer to specific keys. The appropriate Interim System keyboard template for your terminal type shows the proper key(s) to press to activate Interim System function keys.

LOV - LOV stands for *List of Values*. When you move the cursor into certain fields on a form or page, the letters LOV appear at the bottom right of the computer screen. By pressing the LOV key indicated on your keyboard template, a List of Values screen appears. The LOV screen provides a list of the possible values acceptable for entry you can enter in the selected field on the form. The System allows you to quickly and easily scroll through the list, choose the value you need and return with it to the field on the form. Lists of Values and the LOV function are handy ways for Interim System users to obtain help in filling in fields on forms.

ENTER QUERY and EXECUTE QUERY - ENTER QUERY and EXECUTE QUERY, two function keys delineated on your Interim System terminal template, perform System functions that allow you to retrieve specific information from the tables. ENTER QUERY alerts the System that you want it to search for and

retrieve specific information. **EXECUTE QUERY** actually submits your search request to the System for data retrieval.

When you press **ENTER QUERY** in a field, the System clears the contents of the field and often the entire form or LOV screen (if anything was in it), and waits for you to enter information to guide it in its table search. The information that you enter after pressing **ENTER QUERY** is called the search criteria or query parameters. Search criteria define the parameters of the value(s) and/or records that the System retrieves from the Interim System tables.

EXECUTE QUERY simply submits your search criteria (entered after pressing **ENTER QUERY**) to the System. Given the search criteria, the System searches the appropriate tables for the information you asked it to retrieve. If found, this information appears in the field(s) on the form.

COMMIT - The **COMMIT** function key saves the information entered into a form's field(s) to the appropriate System table(s). The **COMMIT** function key directly affects the data stored in the System and saves new information, changes to existing information or deletions of previously saved (i.e., committed) data. To commit data to the System, certain criteria must be met — most notably, all the mandatory fields on the form must contain acceptable values before these data can be saved. Once you press **COMMIT**, the System should return a message to you regarding this save (e.g., **Transaction Completed - 2 Records Processed**). The number of records processed refers to the number of records (i.e., rows in one or more tables) affected by the commit, in part or in whole, by your use of the form.

EXIT/CANCEL - The **EXIT/CANCEL** function key allows you to exit the current form or menu. In most situations, you can exit a form at any time. On some forms (especially multi-page forms that affect numerous tables in the System) certain conditions must be met before you can exit; in these cases, you must press the **CLEAR RECORD** function key before pressing **EXIT/CANCEL**.

The **EXIT/CANCEL** function key also allows you to cancel a query. For example, if you press **ENTER QUERY** to enter search criteria and then decide not to

EXECUTE QUERY, the EXIT/CANCEL function key tells the System that you are not going to enter search criteria for a query and to resume normal functioning.

HELP TEXT - In virtually all fields within the System, pressing the HELP TEXT function key causes a Field Description screen to appear. This on-line help screen displays text explaining the meaning, use and function of the field in question.

Block - A *block* is a group of fields on a form that typically relates to one System table. Forms may consist of one or more blocks. In the System, fields in a block are located together physically (i.e., fields from different blocks are not scrambled together), but on multi-page forms, the fields in one block may extend over two (or more) pages. Knowledge of blocks is not essential to working with the System, but some function keys that deal with information in block formats can increase the efficiency of experienced System users.

Set - A *set* is a group of records (i.e., rows) from a table (or tables). In the System, sets of records appear on those forms specifically designed to display multiple records simultaneously (e.g., the Update Action Form (CASE127F)). The NEXT SET and PREVIOUS SET function keys allow you to scroll up and down through a list of records more quickly than the NEXT RECORD and PREVIOUS RECORD function keys.

INSERT/REPLACE - The INSERT/REPLACE function key in the System is similar to this same function key in most word processing programs: it simply changes the way individual characters are typed into fields (i.e., it alters the Character Mode displayed at the bottom of all System forms). INSERT/REPLACE is a toggle that switches insert mode to replace mode and vice versa. When insert mode is active, each character entered displaces the character at the cursor, moving the displaced character, the cursor, and all following characters to the right. The cursor remains on the first character displaced. In replace mode, each character entered replaces (overwrites) the character at the cursor, and the following characters are not affected. The cursor, however, moves to the right and is positioned on the next character.

Validation - In certain fields, the System validates information you enter before moving into the next field. When you press NEXT FIELD in these fields, the System compares your input with a list of acceptable values from validation tables. The list of acceptable values for fields may be affected by data you entered earlier (i.e., as you progress through certain forms, the values you enter may narrow the list of acceptable inputs for other fields). An error message appears in the message line at the bottom of the form if the value you enter for a particular field is unacceptable. If this happens, the LOV (list of values) function key often can provide you with a list of other possible inputs.

Interim System Date Format - When entering dates into the System, the following format is used: DD-MON-YYYY.

DD is the numerical day of the month (e.g., 01, 17, 31). MON is the three-letter abbreviation of the month (e.g., JAN, APR, JUL, NOV). YYYY is the full four-digit year (e.g., 1776, 1991, 2094).

Example:

28-JAN-1991	30-AUG-1966
09-OCT-1856	01-APR-1805
14-JUN-1935	22-DEC-1987

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Chapter 3: Getting Started

This chapter explains...

- How to log into the Interim System.
- How to configure a terminal for use with the Interim System.
- How to use the Help, List of Values (LOV) and query capabilities in the Interim System.
- How to enter name, address and other common information into the Interim System correctly.

Introduction to Getting Started

This chapter provides information on how to use the Oracle® and Prime® environments and some standard functions within the System itself.

The first section, Logging On and Using the Prime, provides detailed information on how to log onto the Prime computer, how to access the System, Oracle, and how to get around within these environments. This section also provides information on how to exit the System when the Prime or Oracle lock up.

The second section, Using Help, List of Values and Query Capabilities, provides detailed information on the help capabilities available through the System. There are three functions within the System that enable you to access information to help complete fields, query data and obtain general help on the functions of the System.

The third section, Guidelines for entering names and addresses, provides detailed standards for bureau-wide entry of names and addresses to the BLM's automated systems. Follow these guidelines closely to avoid duplication and inconsistencies in data entry, retrieval and maintenance.

As the System grows, so will this chapter of the documentation. This chapter will provide information on peripheral functions of the System, changes to the operating environment (Oracle and Prime), and standard procedures found throughout the System.

If you find this chapter lacking pertinent information, please contact the documentation staff at the address and phone number provided in Chapter 1 of the Introductory Materials.

3.1 Logging On and Using the Prime

The System is a software package that uses Oracle Corporation's Relational Database Management System (RDBMS); this RDBMS is often referred to simply as "Oracle." The System and Oracle software programs control all aspects of the tables within the System and the computer screens you use to enter, change, delete or retrieve land and mineral recordation data.

All the System and Oracle software you use runs on a minicomputer manufactured by Prime Computer, Inc. The master control program that governs the operation of any computer system is called an *operating system*, and the Prime computer's operating system is called PRIMOS.

The purpose of this section is not to teach the many uses of PRIMOS. It is, essentially, designed to present you with the minimum information necessary to access the Prime computer and run the System software. Only a few basic operating system concepts and terms are covered here — and even fewer PRIMOS commands. Most operating system functions are considered transparent (i.e., they are never seen nor known) to the typical System user. No operating system functions, other than those mentioned in this section, should be executed by general System users without consulting the Database Administrator and the Prime computer System Manager. Individuals needing PRIMOS experience beyond the scope of this documentation should seek proper training from PRIMOS and Interim System technical support. For more detailed information concerning PRIMOS, refer to the Prime Computer, Inc. documents entitled *Prime User's Guide* and *PRIMOS Commands Reference Guide*.

Logging Onto the Prime Computer

Before using the System or the Prime computer, you must first register with your Database Administrator (DBA) and Prime computer System Manager to obtain a user ID. You may also receive a password and/or a project ID at this time if your state's system uses these. With a valid user ID (and password and/or project ID), you are ready to log onto the Prime and do some work. After turning on your terminal, you login to the Prime computer system with your user ID. The operating system may also prompt you for your password and a project ID. Once you have entered these successfully, you may then go on to run the Interim System software. Although the login procedure in your state may vary somewhat, a generic review of how to login on Prime computers follows:

- STEP 1** With your terminal on, type the word **LOGIN** and press **RETURN**.
- STEP 2** Once you enter **LOGIN**, the computer prompts you with **User id?** At this prompt, type the user ID assigned to you and press **RETURN**. Your user ID is a name or character string that is one to 32 characters in length. It may be your last name, your first name, some combination of the two, or some other set of characters that uniquely identifies you to the computer's operating system. You must always provide a user ID to login to the system.
- STEP 3** Once you enter your user ID, the computer may prompt you with **Password?**

Note:

Passwords are not used on all Prime computer systems; if your state does not require a password as part of the login procedure, skip this step.

At the **Password?** prompt, type your password and press RETURN. Your password does not appear on the screen as you type it in for security reasons. Your password is a character string between one and sixteen characters long and known only to you and the computer System Manager. By requiring a password, the operating system helps prevent others from logging onto the computer with your user ID.

STEP 4

Once you enter your password, the computer may prompt you with: **Project id?**

Note:

Project ID's are not used on all Prime computer systems; if your state does not require a project ID as part of the login procedure, skip this step.

At the **Project ID?** prompt, enter the project ID appropriate for your particular job and press RETURN. Project ID's provide a way for your state's Prime computer System Manager to organize users into specific groups. Some states may group all Interim System users within a unique project. Other states may have different project ID's established for different Interim System tasks; if you receive the **Project id?** prompt and do not know the proper ID to enter, ask your supervisor or the Database Administrator (DBA).

STEP 5

Once you have successfully entered your user ID (and in some states, your password and/or project ID), the Prime computer returns a set of information to your terminal that indicates you have logged onto the system. The following example provides a sample of the login script received by a user from the Denver Service Center's Prime.

```
JOHNDOE (user 78) logged in Monday, 25 Mar
91 08:25:45.
```

```
Welcome to PRIMOS version 22.2.2.R11v
```

```
Copyright (c) 1989, Prime Computer, Inc.
```

```
Serial #IDC9-VVQK53-NM02 (BUREAU OF LAND
MANAGEMENT)
```

```
Last login Friday, 22 Mar 91 13:04:20.
```


-> For help in MAIL type H at the * prompt.

[EDIT_CMD_LINE Rev. 22.1.0 Copyright (c)
1989, Prime Computer, Inc.]

[Serial #IDBR-U9QGJ5-F22W (BUREAU OF LAND
MANAGEMENT)]

Editing command input with ECL.
(EDIT_CMD_LINE)

[MAIL Rev. 2.1.1-22.0 copyright (c) 1989,
Prime Computer, Inc.]

[Serial #IDAG-CQQH53-6B8L (BUREAU OF LAND
MANAGEMENT)]

* q

OK,

STEP 6

The * prompt at the end of the login script indicates that you are in the Prime computer's MAIL utility. Enter HELP at the * prompt if you want assistance in using MAIL. Enter q (as shown above) or Quit to exit the MAIL utility and enter the PRIMOS environment. On most Prime systems, the PRIMOS prompt indicating that the computer is ready to receive commands is OK,

Using the CHANGE_PASSWORD Command

Once you login to the Prime computer, you can change your current password with the CHANGE_PASSWORD command. Remember that Prime passwords are between one and sixteen characters in length. Passwords may contain any ASCII characters except the following PRIMOS reserved characters:

() { } [] < > ~ ' ! @ % ^ + = ' , ; : ? |
\
and the space rubout/delete character

To change your password, follow these steps:

- STEP 1** At the PRIMOS OK, prompt, enter the following and press RETURN: (either upper or lower case letters may be used)

CHANGE_PASSWORD -PROMPT

Note:

The characters CHANGE_PASSWORD can be abbreviated as CPW, and the command line listed above can be entered as CPW -PROMPT in either upper or lower case.

- STEP 2** The computer prompts you with Old password:. Type your current password and press RETURN. Your current password does not appear on the screen as you type it for security reasons.
- STEP 3** The computer prompts you with New password:. Type the new password you want to associate with your user ID and press RETURN. Also for security reasons, the new password does not appear as you type it.
- STEP 4** The computer prompts you with Reenter new password for confirmation:. Type the new password again exactly as you typed it at the last prompt and press RETURN. Again for security, the new password does not appear as you enter it.

STEP 5

The password associated with your user ID is changed only if you enter the old password in step 2 correctly and if the new password you entered in steps 3 and 4 match exactly.

NOTE:

If you make any mistakes in the preceding process, PRIMOS will return an error message to you. Do not be intimidated; repeat the first four steps, paying close attention to the characters you enter.

The CHANGE_PASSWORD command can be used by BLM Public Room employees to change the password associated with the user ID that public patrons use to access the Prime computer and the Interim System. To change this public password, log onto the Prime with the public user ID and current password. Once logged onto the Prime under the public user ID, follow the steps listed above to change the password.

Using the ATTACH and ORIGIN Commands

After you log onto the Prime computer, the operating system places you in a directory assigned by the Database Administrator and/or the Prime computer System Manager. This directory is called your initial attach point or your origin directory on the Prime. A directory should be thought of as a location in the computer's memory (usually a physical location on a portion of a magnetic disk). When you log onto the Prime, your origin directory is also your current directory. Depending on how your state's Database Administrator and Prime computer System Manager have organized the system, the Interim System software may or may not be accessible from your current directory. If this software is accessible from your current directory, you may never need to use the ATTACH or ORIGIN commands; check with your supervisor or Database Administrator (DBA) concerning the location and accessibility of Interim System software on your computer.

If Interim System software is not accessible from your current directory, you may need to change your current directory. Your supervisor or DBA can provide you with the appropriate directory from which you can access the Interim System. In PRIMOS, you change your current directory using the ATTACH command. Since the Prime computer you are using probably stores data on many different disks, each containing many directories, the directory you want to attach to may or may not be on the same system disk as your current directory. If you want to attach to another directory on the same disk as your current directory, enter the following command line:

ATTACH dir

[where **dir** is the name of the directory supplied by your supervisor or DBA]

If the directory you want to attach to is on a different disk, the format of the ATTACH command is as follows:

ATTACH <disk>dir

[where **disk** is the name of the disk containing the desired directory, and **dir** is the name of the desired directory]

NOTE:

An **A** can be used as an abbreviation for **ATTACH** in **PRIMOS** commands, and either upper or lower case letters can be used.

There are more complex disk and directory specifications possible with **PRIMOS**, but for the purposes of this module the previous examples are sufficient. Your supervisor, **DBA** or Prime computer System Manager can provide you with the proper disk and directory specification for accessing the Interim System software if your user ID does not place you on the appropriate disk and in the proper directory.

Regardless of the directory to which you are currently attached, the **ORIGIN** command returns you to your attach point or origin directory (i.e., the directory you are placed in when you log onto the Prime). The **ORIGIN** command is a way to quickly attach to your origin directory. The command line, after the **PRIMOS OK**, prompt, consists simply of the word **ORIGIN**. The letters **OR** can be used as an abbreviation, and either upper or lower case may be used.

Logging Into the Interim System Oracle Environment and Running the Interim System Software

Before you attempt to enter the Interim System's environment and run the software, you may first need to register with your Database Administrator (DBA) to obtain an **Oracle user ID**. This ID may or may not be identical to your **Prime user ID**; both ID's serve a similar purpose — one allows you to access the Prime, the other allows you to access the Interim System's Oracle environment. Depending on your state's Interim System access procedure, you may also receive an **Oracle password** from your DBA. Like the two different ID's, the Prime and Oracle passwords serve similar security functions for their respective environments.

Although the procedure for accessing and running Oracle and Interim System software may vary in your state, a review of the BLM Denver Service Center procedure provides a basic example of the Oracle login process:

STEP 1 Once you are in a directory on the Prime computer from which you can access Interim System software, you must prompt the operating system with a command to begin the startup or entry procedure to Oracle and the Interim System. Although your state's DBA and System Manager may define this command differently, the one used at the BLM Denver Service Center is **LISMENU**. Thus, to enter the Interim System, type **LISMENU** at the Prime OK, prompt and press RETURN.

Depending on how your DBA and System Manager have structured the Interim System startup procedure, the **LISMENU** command may present you with a sequence of computer prompts (i.e., questions) that verify your right to access the Interim System Oracle environment. The following steps review the appropriate sequence of prompts and user responses to access the Interim System at the BLM Service Center. Remember that your state's system may prompt you differently or not at all.

STEP 2 After entering LISMENU, the Prime computer prompts you with the following:

BUREAU OF LAND MANAGEMENT - INTERIM LIS

Input your user id>

At the Input your user id> prompt, type the Oracle user ID assigned to you by your Database Administrator and press RETURN. If you do not know the appropriate Oracle user ID to enter, contact your supervisor or your DBA.

STEP 3 When you enter your Oracle user ID, the computer prompts you with Input your password>. At this prompt, type the Oracle password assigned to you by your DBA and press RETURN. Your Oracle password does not appear on the screen as you type it in for security reasons. Again, if you do not know the appropriate Oracle password to enter, contact your supervisor or your DBA.

STEP 4 Once you enter your Oracle password, the computer prompts you with Input your terminal type e.g. (VT100)>. At this prompt, enter the sequence of characters that identifies the terminal type you are using with the Interim System. If you enter a sequence of characters that are inappropriate for your type of terminal, the computer may return a screen (or two) full of gibberish. If this occurs, press [Ctrl]-[P] to escape this procedure and return to the Prime OK, prompt. Following is a list of the types of terminals that may access the Interim System and the sequences of characters you need to enter for each at the Input your terminal type e.g. (VT100)> prompt:

Type of Terminal	Entry at Prompt
PT250	PT250L
PC's using PT250 emulation	PCPT250L
PT220	PT250L
Pericom	PRVT220L

At the Input your terminal type e.g. (VT100) > prompt, enter the appropriate sequence of characters for your terminal type from the above list and press RETURN.

STEP 5

Once you have successfully entered your Oracle user ID, your Oracle password and the appropriate sequence of characters for your terminal type, you have entered the Interim System and must WAIT for the system to bring you to the Interim System Main Menu (see Figure 10). If you make a mistake (e.g., a typo) in entering any of these items, the system will return an error message to your terminal, and you must start over by typing `LISMENU` to access the Interim System.

How to Get Out of the Interim System if Your Terminal "Locks Up"

Although it is uncommon for a form to completely lock up when you are using it, the following information will help you exit out of a form and/or the Interim System if such a total freeze-up occurs.

NOTE:

If the Interim System Oracle Database or the Prime Computer goes down while you are using an Interim System form, your terminal will lock up. If the Prime or Oracle go down, notify your supervisor or DBA. You must wait for these systems to come back on-line before you can continue working in the Interim System.

If your terminal appears to lock up while you are in a form and you are certain that no error was made in using the form and that Oracle and the Prime are up and running, the first thing to do is **wait**. Sometimes, because of heavy use, the System's response time is slow.

WARNING:

Never press a key (e.g., NEXT FIELD, EXIT/CANCEL, EXECUTE QUERY) more than **once** if the System seems slow or unresponsive. Your keyboard will eventually send extra keystrokes to the computer, and probably wreck havoc in your use of a form. Exercising patience can save you much confusion and having to do work over again.

If you are certain that you made no error in using the form and have waited (at least five minutes) for the computer to return you to your process, perform the following steps one at a time. Do not go on to the next step until you are certain the previous step did not work in exiting you from the System.

- STEP 1** Press the EXIT/CANCEL function key if you have not already done so. This will return you to the menu from which you accessed the form you are (were) using.
- STEP 2** Press [CTRL]-[P]. This is the Prime operating system (PRIMOS) key sequence that tells the computer to quit the current process running under your user login. [CTRL]-[P] may be pressed two or three times, although this is normally not necessary.
- STEP 3** Press the BREAK key on your keyboard. This may require you to use the SHIFT key in conjunction with the BREAK key. Again, the BREAK key may be pressed several times, but this is normally not necessary.
- STEP 4** Press [CTRL]-[BREAK]. Again, this key sequence may be pressed several times, but this is normally not necessary.
- STEP 5** Press [ESC]-[BREAK]. Again, this key sequence may be pressed several times, but this is normally not necessary.
- STEP 6** If the above four steps have failed, and you have allowed adequate time for the System to respond (i.e., exit you from the form and/or the Interim System), turn your terminal off. Wait approximately 30 seconds, and turn the terminal back on. Login again using your Prime User ID, etc.... If the System still will not respond, it is time to contact your supervisor or the DBA.

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3.2 Using Help, List of Values (LOV) and Querying Capabilities

Within most fields throughout the System, you may access a List of Values (LOV) screen. Each screen contains different columns and fields depending upon the field from which you enter the screen. For example, the columns provided on the District Office field LOV screen are different from the columns on the Customer ID field LOV screen. Although the screens differ in content, they do not differ in function.

Many of the LOV screens obtain their data from Data Element Dictionary. Throughout the documentation, fields that have access to a LOV screen are identified by a heart-shaped icon and LOV in the margin. In many cases, the LOV icon is accompanied by a Data Element icon and the Data Element Dictionary reference number. The word LOV also appears in the lower right corner of the form when your cursor is in a field which has LOV capabilities.

Within the LOV screen, there may be multiple columns, each column containing multiple lines, or records, of data. Within each column, a single line of data refers to a field, as defined within the RDBMS and this documentation.

There are two types of LOV screens, one which automatically retrieves all acceptable values, and one in which you must enter and execute a query. You may query the System within either type of LOV screen.

When you first enter a LOV screen, the cursor generally appears in the first field of the top left portion of the screen. Depending upon the type of LOV screen, you either enter a query or scroll through the retrieved values.



To scroll through retrieved values, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys.

When you locate the value you want to carry back to the field, press NEXT FIELD.

If you want to return to the field without carrying back a value, press EXIT.



To query within a LOV screen, press ENTER QUERY, so that ENTER QUERY appears in the status line along the bottom of the screen.

If there is more than one field of data, you may query, in most LOV screens, from any one or more fields.

Press the NEXT FIELD key to move from field to field, if more than one field exists. If more than one block exists, as in the Customer ID LOV screen, use the NEXT/PREVIOUS BLOCK keys to move the cursor back and forth.



Type your query parameters, using the wildcard character, %, as needed. You may enter your parameters in any one or more fields.

Until you press EXECUTE QUERY, the cursor continues to move from field to field when you press the NEXT/PREVIOUS FIELD keys.



Press EXECUTE QUERY to query the System for values which correspond to the criteria you entered.

The more complete you query, the more likely the System will locate and retrieve valid responses quickly. The more wildcard characters you use (the more incomplete your query), the longer the list of possible matches to your query will be and the more time the System will require to locate and retrieve matching values.

If the System answers your query with more than one record, use the NEXT RECORD/PREVIOUS RECORD keys to scroll through the responses until you locate the value you want.

If the System does not locate any records that meet your query criteria, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter.**

The System remains in the ENTER QUERY mode. You may re-enter a query, or cancel the query by pressing the EXIT/CANCEL key.



Press NEXT FIELD to retrieve the value you want to the field from which you pressed LOV.

To exit a LOV Screen without selecting any of the displayed values, press EXIT.

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3.3 Guidelines for entering names and addresses

Follow these guidelines for entering all names, individual, agency, corporate, etc..., within the System, particularly in the Customer Processing environment.

The following characters are valid for name and address data entry: A through Z, 0 through 9, Apostrophe ', Ampersand &, Hyphen -, Forward slash /, Number (or Pound) Sign #, Parenthesis (), underscore _, and space " ". See the specific references to the use of special characters in the sections of these guidelines relating to the name, address and city fields.

NOTE:

DE 0066
or...
LOV ♥

When using abbreviations in the Name, Address or City fields, follow the abbreviation standards in Data Element 0066.

Name Category Field - This one-character field identifies the type of customer. There are three name categories currently in use: A - Agency (Federal, State, Local, or Quasi-Government), C - Corporation, P - Private (Individuals and Partnerships).

Name Field - First 50-character line - This 50-character field contains the primary name of a BLM customer. Use the following standards when entering data into this field.

The first position of the field cannot be blank or an ampersand (&).

Enter Last Name, First Name, Middle initial, followed by Trust, Estate, Jr, III, with no punctuation.

Drop titles at the beginning and end of name such as, i.e., DR, MD, MR, MRS*, MISS, MS, CPA, DDS and others.

NOTE:

Mrs should not be dropped if there is no other name available.

Fisher George R Mrs is acceptable.

Fisher Elaine C Mrs is not acceptable.

Include SR, JR, II, III, MRS*, etc... at the end of a name.

Enter names in the normal sequence when entering companies and corporations, e.g., **J H Baxter & Co, Amoco Production Co.**

NOTE:

If a company or corporation uses the word *the*, drop it from the name when entering in the System, unless it is an essential part of the name, e.g., **The Gary Williams Co.**

Church names have not been standardized. Enter religious titles and names as submitted on documents.

Enter the proper name of districts, counties, cities, towns, states, etc..., followed by County of, State of, City of, Town of, when appropriate, e.g., **Casper City of, Miles City City of, Jefferson County of, Wyoming State of.**

Enter the name of a federal agency in accordance with the argument line in Data Element 2576.

The apostrophe is a valid character and names with an apostrophe should include it, e.g., **O'Hara, '78-'79 Corp, Bo's Excavating.**

Use the Hyphen (-) only when there is a hyphen in part of the name, e.g., **Hyde-Jones.**

Use the underscore (_) to tie multi-word names together. St Clair, Van der Grift, Vander Grift, Van Horn, Fond du Lac, and De la Croix are among the common multi-word names, enter these and other names as follows: **St_Clair, Van_der_Grift, Vander_Grift, Van_Horn, Fond_du_Lac and De_la_Croix.**

Limit your use of the parenthesis (). The most common use of the parenthesis is in names such as **Ampolex (TX)**. The parenthesis should not be used unless it is actually part of the name.

You may use the forward slash (/) in Name 1 field, but it would be used more commonly in Name 2 field.

The ampersand (&) is a valid character. However, it cannot be the first character of the field.

NOTE:

Res is also the abbreviation for reserve(s). If possible, spell out reserve(s) to avoid confusion.

Name Field - Second 50-character line - This 50-character field serves multiple purposes for the Name field when entering a customer into the BLM database. Use the following standards when entering data into this field.

Use the second name line for the following purposes: as an Attention Line, an In Care of Line, to identify a trustee name, to identify the division, department or branch of a company, agency, etc..., or to continue a name exceeding 50 characters.

Example:

*Southern Corp
Attn Sue Mobley*

*Army Corps of Engineers
Attn Lt Col Bryan Carter*

*Morrison Blake R III
C/O Catherine Morrison*

*El Paso Natural Gas Co
Right of Way Dept*

*Manning Oil Trust
Robert L Manning Trustee*

*Prudential-Bache Energy Income Production Ptnrshp
IIP-12*

NOTE:

Always abbreviate the following words:

Association	Assn	Cooperative	Coop
Company	Co	Incorporated	Inc
Corporation	Corp	Limited	Ltd
Department	Dept	Partnership	Ptnrshp

Address Field - First 30-character address line - This 30-character field provides the first line of address data within the BLM customer database. Use the following standards when entering a customer address.

One-line addresses shall be entered in Address 1.

The Postal Service has guidelines for address which are published in Section 2 of the ZIP Code Directory.

Use the following format for entering a Post Office Box, Bin or Drawer address:

PO Box 34

PO Bin 17

PO Drawer 56

Use the following format when entering rural routes or highway contract Routes:

RR 3 Box 194C

HC 2 Box 297

Use the forward Slash (/) to enter addresses that have fractions such as, e.g., 1234 1/2 E 42nd St.

Enter addresses with suites, rooms, apartments, penthouses, and other such notations, using the pound sign (#).

Example:

700 Broadway # 850

The apostrophe is a valid character and should be included in streets in which it is used, e.g., **Tam O'Shanter** in Las Vegas.

NOTE:

Optional abbreviations for common building endings:

Apartment	Apt	Plaza	Plz
Building	Bldg	Room	Rm
Center	Ctr	Suite	Ste
Penthouse	Pnthse	Tower	Twr

Other Common abbreviations used in the Address field:

General Delivery	GenDel
Speedway	Spdwy
Lane	Ln
Terrace	Ter
Place	Pl

Address Field - Second 30-character line - This 30-character field contains notations and continuations of the first address line. Use the standards provided in the Address Field - First 30-character line and these instructions when entering the second line.

For Addresses with Building names and street addresses, the building name should be entered in line 1 and the street address in line 2 of address.

The Postal Service also recognizes the dual address concept that we may use. It is important to remember that the Post Office will deliver the mail to the address which is directly above the city, state, zip line.

Example:

Grand Products Inc
100 Major St
PO Box 200
Portland OR 972070200

NOTE:

Always abbreviate addresses using the following:

Avenue	Ave	Expressway	Expy
Boulevard	Bld	Freeway	Fwy
Causeway	Cswy	Highway	Hwy
Circle	Cir	Parkway	Pky
Court	Court	Street	St
Building	Bldg	Speedway	Spdwy

Always abbreviate directions of streets in an address.

North	N	Northwest	NW
South	S	Northeast	NE
West	W	Southwest	SW
East	E	Southeast	SE

If a direction is the actual name of the street, then it should be spelled out. Examples:

1234 South St

234 E South Temple

City Field - This 20-character field identifies the city in which the customer resides or specifies as his/her residence. Use these standards when entering cities into the System.

Example:

<i>East</i>	<i>E</i>	-	<i>E Peoria, E St Louis</i>
<i>Fort</i>	<i>Ft</i>	-	<i>Ft Worth, Ft Lauderdale</i>
<i>Mount</i>	<i>Mt</i>	-	<i>Mt Pleasant, Mt Shasta</i>
<i>North</i>	<i>N</i>	-	<i>N Hollywood, N St Paul</i>
<i>Sainte</i>	<i>Ste</i>	-	<i>Sault Ste Marie</i>
<i>Saint</i>	<i>St</i>	-	<i>St Louis, St Thomas</i>
<i>South</i>	<i>S</i>	-	<i>S Tucson, S San Gabriel</i>
<i>West</i>	<i>W</i>	-	<i>W Memphis, W Hollywood</i>

NOTE:

Do not abbreviate the direction (location) of a city name, i.e., South, West, North, when the direction is part of a single word name such as Westminster, Eastland, Westerly, Southport, Northbend.

The apostrophe, as a valid character, should be included when used in city names, e.g., L'Anse MI, Coeur D'Alene ID and others.

DE 0002
and
DE 1656
LOV ♥

State field - This two-character field follows the standard two-character codes used for all US states, possessions and territories, Canadian provinces and foreign countries, as found in Data Elements 0002 and 1656.

DE 1656
or...
LOV ♥

ZIP Code field - This nine-character field contains from five to nine digits identifying the ZIP code used in mail delivery throughout the United States, its territories and possessions. Data Element 1656 indicates the range of the first three digits of the ZIP code that are valid for a State. The field is left justified and entry begins in the first position of the field.

Canadian address codes should be entered without a space such as T2V 3B6.

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Chapter 4:

Main Menu

*This chapter
explains how to...*

- Use the Main Menu to access the different parts of the System.
- Use QXFER from the Main Menu to access any form in the System directly.

4.0 Main Menu

The Main Menu illustrates the main processing areas of the System accessible to a user. Depending upon the user privileges, one to twelve options appear on this menu. The menu itself identifies all the options. A full system map is available in Appendix A.

Each option has its own function and purpose within the overall System. This introduction presents an overview of each option within the Main Menu.

```
UTIL505F                                BLM Interim LIS                                20-APR-93
                                LIS Main Menu

-> 1. Case Processing Menu
    2. Report Processing Menu
    3. Data Retrieval Functions Menu
    4. Ad-Hoc Queries
    5. Restricted Case Processing Menu
    6. Customer Processing Menu
    7. Legal Land Description Processing Menu
    8. Accounting Advice Processing Menu
    9. Mask/Window Maintenance Menu
   10. Query Validation Table Menu
   11. Validation Table Maintenance Menu
   12. DBA Functions Menu
   13. Exit Land Information System

                                Option Number:  Option:
                                QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1                                Count: *0
```

Figure 1 Main Menu

Option 1 - Case Processing Menu, contains options ten primary options including two submenus, to add, change and delete information stored in existing case files on the System. The submenus include additional forms to update action and action/land information, and lock and unlock case actions and case lands. The options in case processing allow updates to one case at a time for case header, case land, case customer, actions, general remarks, units/commodity, U.S.

rights, geographic names, and parcel occupancy. Refer to Restricted Case Processing for information on forms that update one or more cases at a time.

Option 2 - Report Processing Menu, contains ten report options, including five menus. There are 36 reports in this area of the System. Each report is categorized as general (included on the main report menu), action, customer, land, mining claims, or serial number. Each report is explained in detail in Chapter Two of the User's Handbook.

Option 3 - Data Retrieval Functions Menu, contains ten forms used to query information from the System. These forms include, TWPALL, Township Status Display, On-line Case Abstract, FIND-Customer, FIND-Document, FIND-Claim Name, FIND-Geographic Name, and lookup forms for action code, case types, and case type/action matrix.

Option 4 - Ad-hoc Query, allows the user to access the SQL*PLUS environment to run ad-hoc queries.

Option 5 - Restricted Case Processing, contains ten forms used for restricted processes for establishing one or more cases, adding actions to multiple cases, adding general remarks to multiple cases, voiding a case, adding claim names to random cases, and assigning serial numbers without entering case data.

Option 6 - Customer Processing, contains four forms used to enter, update and query customers within the active and historical customer databases. In addition, there are three customer reports.

Option 7 - Legal Land Description, contains a single form used to add, change and delete land descriptions within LLD. This does not change land descriptions within a case. In addition, there are four reports on LLD data.

Option 8 - Accounting Advice Processing, contains six forms used to enter, update and print accounting advice receipts (related or not related to a case) which contact actions related to a case. There are also five reports on accounting advice activity.

Option 9 - Mask/Window Maintenance Menu, contains two options to add, change or delete mask and window codes and their associated information. This option requires a security level of 9 for access.

Option 10 - Query Validation Table Menu, contains all of the validation forms (DED tables) for user query. You may not add, change or delete the information displayed on these forms.

Option 11 - Validation Table Maintenance Menu, contains all of the validation forms (DED tables) for user additions, changes and deletions, depending upon your user security level.

Option 12 - DBA Functions Menu, contains numerous forms for database administration functions, such as adding user, updating user privileges, and running mass update forms. You must have a DBA security level to access this menu.

Option 13 - Exit Land Information System, returns the user to the access point outside of the System, generally either a Primos prompt, Primelink access menu, or a complete logout.



To access the options available within the Main Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the program name of a specific form, e.g., Case Abstract (CASE223F) where CASE223F is the program name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the legend line of the menu to move your cursor into the QXFER field.

Make your selection to continue with your Case Processing tasks.

Interim System *User's Handbook*

Interim System Release 1.0

This *User's Handbook* Version:
March 1, 1993

Includes:

Instructions for the use of each menu, form and page for all user-accessible modules of the Interim System.

The sections in this *User's Handbook* are organized according to the layout of the System itself. Consult an Interim System Release 1.0 System Map for details on System structure.

Disclaimer

Mention of trade names or commercial products does not constitute an endorsement or recommendation for use by the government. No author or anyone acting on behalf of the software system assumes any liability or responsibility for damages (including consequential) caused by reliance on the materials presented, or from the use of any information, apparatus, or method of processing disclosed in this documentation. The right is reserved to make changes without notice in the specifications and materials contained herein.

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User's Handbook Contents

NOTE:

This listing is current as of **March 1, 1993**. Each section in the User's Handbook is similarly dated on the bottom of every page.

Check the date noted following each entry (7/3/92, for example) in this listing to be sure you are using the most current version of each given section in the *User's Handbook*.

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Interim System Forms in Program Name Order

- ¹²⁸
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Chapter 1: Case Processing



*This chapter
explains how to...*

- Enter data for a previously serialized case
- Update case header records
- Update customer link information
- Update case land records
- Update action records
- Update action/land relationship
- Add and update MMS Transactions
- Update general remarks
- Update units/commodity information
- Update U.S. rights information
- Update geographic name information
- Lock or unlock action/land records
- Update parcel occupancy information

1.0 Case Processing Menu

Case Processing comprises the bulk of the System in entering, changing and deleting case data. There are 11 sections or options in this chapter, depicted in the System Diagram on the opposite page.

The menu itself identifies the options available as illustrated in Figure 1.

```
UTIL505F                                BLM Interim LIS                                26-JUN-92
                                Case Processing Menu

-> 1.Update Case Header Record
   2.Update Customer Link
   3.Update Case Land Records
   4.Update Action/Land Menu
   5.Update General Remarks
   6.Update Units/Commodity
   7.Update U.S. Rights
   8.Update Geographic Name
   9.Lock/Unlock Action/Land Records Menu
  10.Update Parcel Occupancy
  11.LIS Main Menu

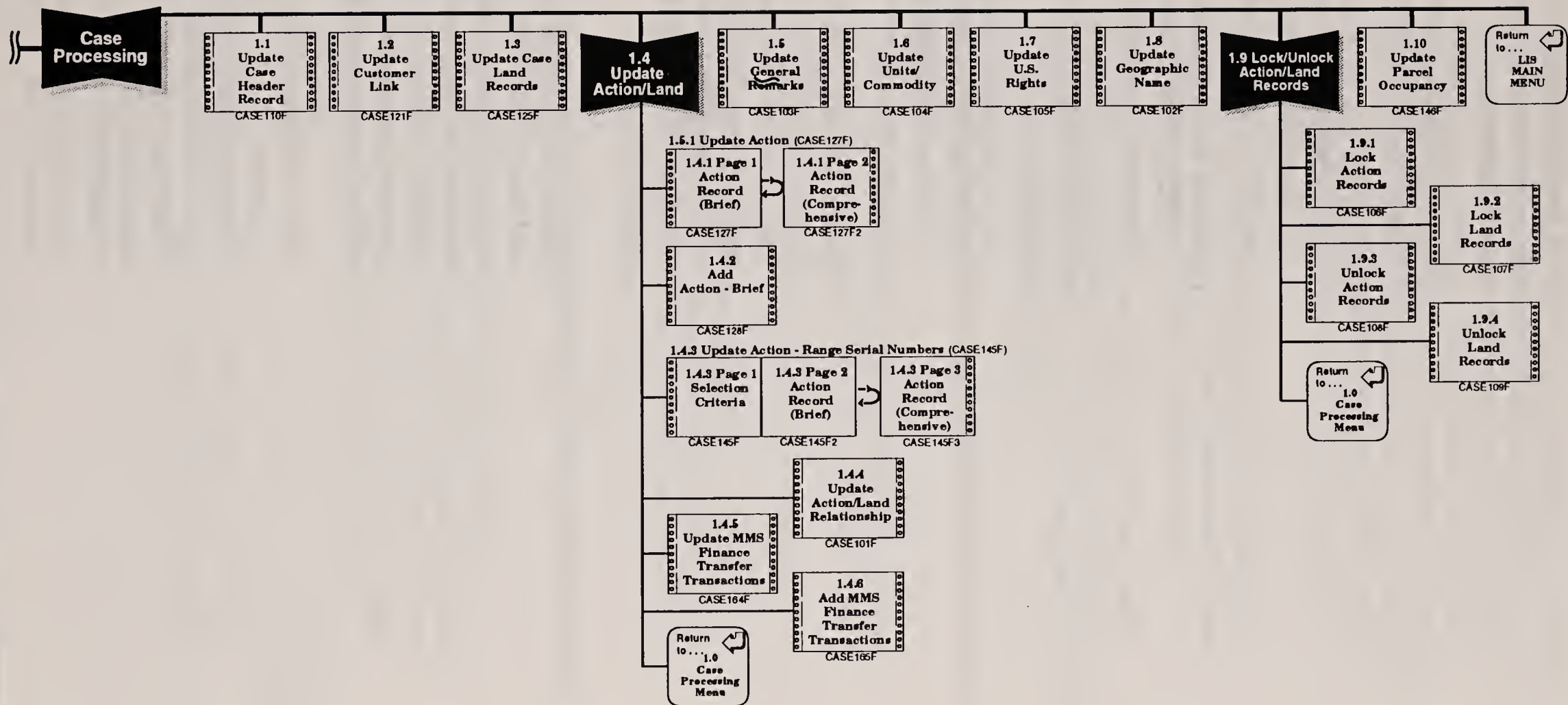
                                Option Number: 
                                QXFER: 

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace  Page 1                                Count: *0
```

Figure 1 Case Processing Menu

Case Processing System Diagram



Each section has its own functions and purpose within the Case Processing environment and the overall System.

This introduction presents an overview of each option within the Case Processing Menu.

Option 1.1 contains the Update Case Header Record Form (CASE110F) which allows you to add, change and delete case header record information including: case type, claim name, case acres and FRC data.

Option 1.2 contains the Update Customer Link Form (CASE121F) which allows you to add, change and delete customers within a specified case.

NOTE:

Only customers that already exist in the Customer Database, maintained through Chapter 7 - Customer Processing, may be added to a case.

Option 1.3 contains the Update Case Land Records Form (CASE125F) which allows you to add, change and delete case land descriptions associated with a specified case. When you enter a new case, using either Establish Case (CASE100F) or Add Previously Serialized Case (CASE133F), you may add only one case land record.

Option 1.4 contains a menu and six forms used to add, delete and change action record data and other associated relationships. This section is complex and comprehensive in maintaining the action records within a case or cases. It also includes two MMS transfer forms to add and update MMS transactions within a case or cases.

When you access the Action/Land Menu you have six options: 1.4.1 - Update Action (CASE127F), which includes brief and comprehensive pages; 1.4.2 - Update Action - Brief (CASE128F), which allows you to quickly add brief actions to one or more cases; 1.4.3 - Update Action Range of Serial Numbers (CASE145F), which allows you to add actions to a range of serial numbers, scrolling through the serial numbers; 1.4.4 - Update Action/Land Relationship

(CASE101F), which allows you to associate previously entered actions and lands within a specified case, and correspond U.S. rights information; 1.4.5 - Update MMS Finance Transfer Transactions (CASE164F), which allows you to update action money information on a case for MMS transactions; and 1.4.6 - Add MMS Finance Transfer Transactions (CASE165F), which allows you to add MMS transfer action to one or more cases.

Option 1.5 contains the Update General Remarks Form (CASE103F) which allows you to add, delete and change remarks within a specified case.

Option 1.6 contains the Update Units/Commodity Form (CASE104F) which allows you to add, delete and change units/commodity data related to existing action records within a specified case.

NOTE:

You must have at least one action within a case to which you can associate the units/commodity data.

Option 1.7 contains the Update U.S. Rights Form (CASE105F) which allows you to add, change and delete U.S. rights reserved to the federal government within a specified case.

NOTE:

You must have at least one Action/Land relationship established within the specified case. Use the Update Action/Land Relationship Form (CASE101F) in section 1.5.3 of Case Processing to establish the link between action and land records.

Option 1.8 contains the Update Geo Name Form (CASE102F) which allows you to add, delete and change geographic name data associated with a specified case.

Option 1.9 contains a menu and four forms used to lock and unlock action and land records. When you access the Lock/Unlock Action/Land Records Menu you have four options: 1.9.1 - Lock Action Records (CASE106F), which allows you to lock existing action records within a specified case prior to a specified date; 1.9.2 - Lock Land Records (CASE107F), which allows you to lock all existing land records within the specified case; 1.9.3 - Unlock Action Records (CASE108F), which allows you to unlock previously locked action records; 1.9.4 - Unlock Land Records (CASE109F), which allows you to unlock all previously locked land records.



Option 1.10 contains the Update Parcel Occupancy Form (CASE146F). For use only by Alaska personnel, this form allows you to add, change and delete data regarding the occupancy date of parcels within a specified case.

NOTE:

Parcel data should exist in association with an action record within a case prior to entering the parcel occupancy data using the Update Parcel Occupancy Form (CASE146F).



To access the options available within the Case Processing Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., Update Units/Commodity (CASE104F) where CASE104F is the Program Name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the message line of the menu to move your cursor into the QXFER field.

Make your selection for continuing with your Case Processing entries.

1.1 Update Case Header Record Form (CASE110F)

This form allows you to make changes to the case header information in a previously established case. Use the Update Case Header Record Form (CASE110F) to change and delete the following case header record information: case type, claim name, disturbed acres, case acres and FRC information. You may not access the remaining fields: last action number, last land number, add date, change date, case status and employee ID.

Example:

If you want to change the case type on a selected case from 231170 WDL-BLM-MISCELLANEOUS to 235100 WDL-FED-AVIATION ADMIN, use the Update Case Header Record Form (CASE110F).

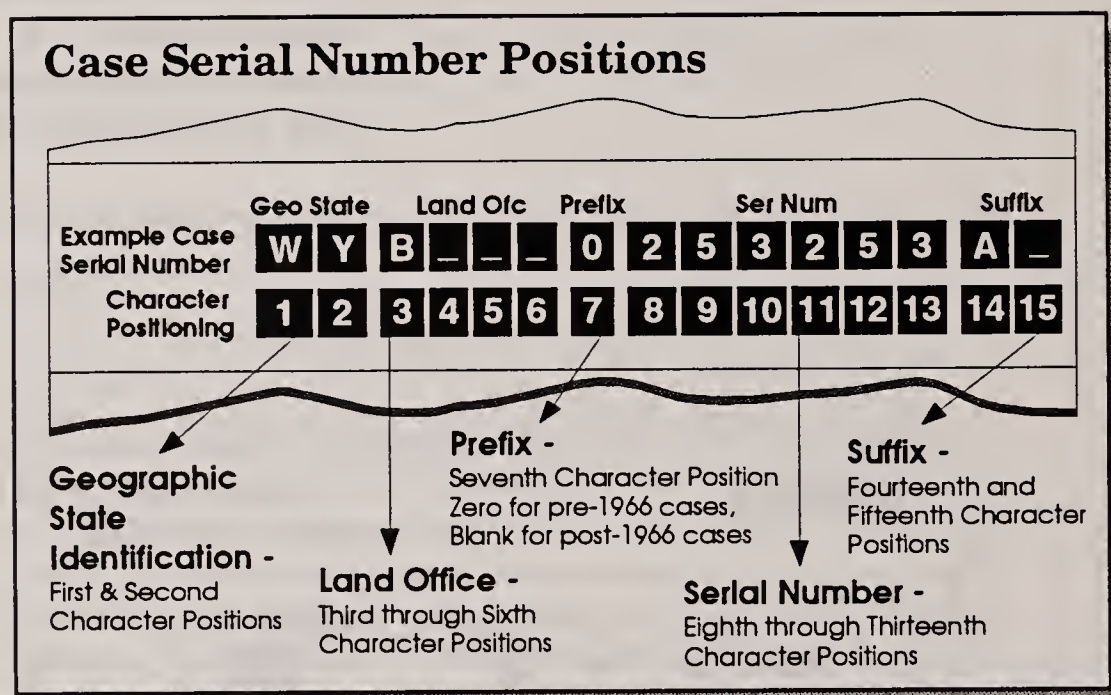
CASE110F		BLM Interim LIS				01-MAR-93	
Update Case Header Record							
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix		
Case Type							
Claim Name						Status	
Dstrb Acres			Case Acres				
FRC Site			Last Act Num		Last Land Num		
FRC Acc Num						Add Date	
FRC Box Num						Chg Date	
FRC Box Qnty						Empl ID	
FRC Disp Date							
FRC Loc Code							
<Show Keys=KP1> <Exit=Esc X>						LOU	
Char Mode: Replace Page 1						Count: *0	

Figure 1 Update Case Header Record Form (CASE110F)

When you select the Update Case Header Record option from the Case Processing Menu, the Update Case Header Record Form (CASE110F) appears, as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

Detailed descriptions and entry data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions.

Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Office, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



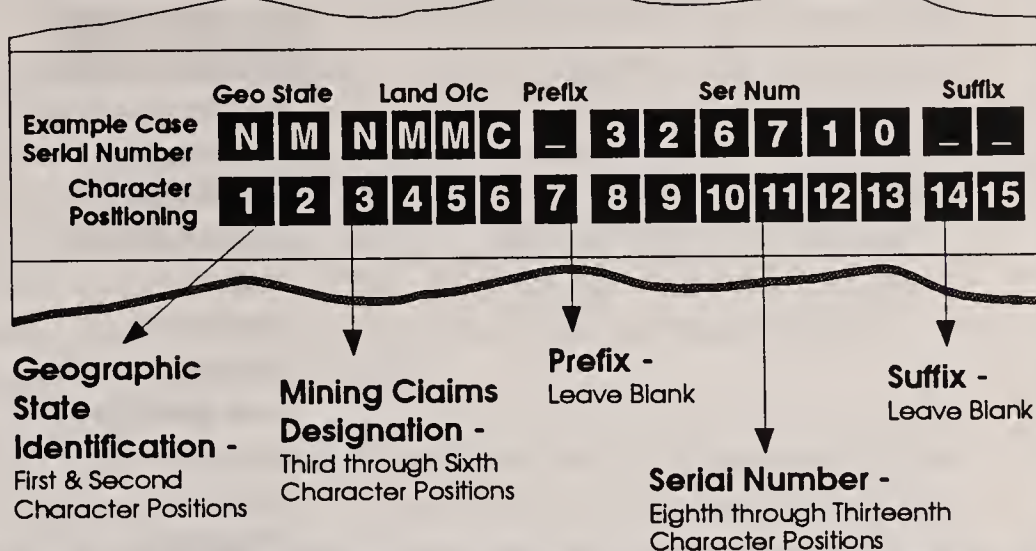
Example:

W	Y	W	_	_	_	6	0	0	4	7	8	_	_
A	K	F	F	_	_	0	4	3	8	7	4	_	_
M	T	B	L	M	A	0	0	2	4	7	6	3	_

Where the _ denotes a blank space in the case serial number.



Mining Claims Case Serial Number Positions



Example:

MTMTMC_006732_



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain a list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geographic state.



Mining Claims Designations

State	Mining Claims Designation
Arizona	AMC
California	CAMC
Colorado	CMC
Eastern States	ESMC
Idaho	IMC
Montana	MMC
Nevada	NMC
New Mexico	NMMC
Oregon	ORMC
Utah	UMC
Wyoming	WMC

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field, leaving unused positions blank. Press NEXT FIELD to query and access all existing case header record data on the entered case.

The System will not accept an invalid case serial number, or one which has not been added previously through one of the established case forms.

The System verifies the entire case serial number, either retrieving existing data for the case entered or returning this message in the message line:

ERROR: Invalid Serial Number



Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype only a portion of the case serial number.

When you press NEXT FIELD after entering the suffix of a valid case serial number, all existing case header record information for the current case appears in the various fields identified on the Update Case Header Record Form (CASE110F).

Your cursor moves into the first space of the Case Type field when the System retrieves the case header record data. On all cases established in the System you receive, as a minimum, data in the Case Type, Last Act Num, Last Land Num, Chg Date, Add Date and Empl ID fields.



To move around the form from field to field, use the PREVIOUS FIELD/NEXT FIELD keys. Data within these fields remain unchanged until you actively enter new data.

NOTE:

Each field maintains a default replace mode, noted in the status line, **Char Mode: Replace**. While in the replace mode, you may type over existing data in a field to replace the current data.

The following fields are protected from update and are not accessible to the user on this form: case status, last act num, last land num, add date, change date, empl ID. The cursor skips the protected fields as you move around the form. In addition, the Claim Name and Disturbed Acres fields are protected from change/entry depending upon the case type assigned to the case.

NOTE:

Only users with privileged security level may change a case's case type.

DE 2961
or...
LOV ♥

Case Type - This six-digit field contains a numeric code identifying the type of the case, e.g., Oil & Gas, Mining Claim, Coal, etc.... Data Element 2961 and LOV maintain lists of valid case type codes. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

If the case citation is not covered by a specific case type code, use the nearest case type ending in 99. This action requires subsequent code correction when a more accurate case type is identified.

Example:

Case Type Code	Function
262000	State Grant
262009	OR - In Lieu Selection
262099	To Be Defined



To change the current case type code, type the new code while in the replace mode, or press CLEAR FIELD to clear the field before typing the new case type code.

Press NEXT FIELD to continue to the Claim Name field or the Case Acres field, depending upon the case type. When you press NEXT FIELD, the System automatically completes the case type description.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: New Case Type Code is invalid.

If you do not know the correct case type code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Case Type LOV screen, Figure 2, your cursor appears in the first record of the Code field.

There are three fields in the Case Type LOV screen: Code, Description, Legal (legal explanation of the case type code).

Use the NEXT/PREVIOUS RECORD keys or the NEXT/PREVIOUS SET keys to scroll through the available options.

You may also enter and execute a query from any of the fields within the Case Type LOV screen.

Press the ENTER QUERY key to clear the fields; your cursor appears in the Code field for entering your query parameters.

Use the NEXT FIELD key to the cursor from field to field, typing your query parameters and wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

DICT102F		BLM Interim LIS	21-APR-93
		Case Type (2961)	
Code	Description	Legal	
000000	PUBLIC LAND (NO ACTION)	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED	
000001	AREA-ORIGINAL 13 STATES	PRESENT AREA ORIGINAL THIRTEEN STATES	
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE	
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON	
000004	LOUISIANA PURCHASE-1803	PURCHASED FROM FRANCE ON APRIL 30, 1803	
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF	
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819	
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED	
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON	
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848	

<Show Keys=KP1> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 2 Case Type LOV Screen (DICT102F)

Press the **EXECUTE QUERY** key to query the System for case type codes matching the parameters you entered.

LOV Example:

Code	Description	Legal
3841%		

Type 3841% , designating the first four numbers for a mining claim case type, in the Code field.

Press **EXECUTE QUERY** to query the System.

The System returns the following data:

Case Type Example

Code	Description	Legal
384100	MC-GENERAL MIN LAW CODE	05-10-1872;017STAT0091;30USC26,28,34
384101	MC-LODE CLAIM	05-10-1872;017STAT0091;30USC26,28,34
384103	MC-LODE CLAIM-NAT PARK	43CFR38112.2 & 43 CFR3826 (1983ED)

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** to scroll through the values returned in response to your query.

If you enter a query with no valid data in the System, the following message appears in the message line of the LOV screen:

Query caused no records to be retrieved.
Re-enter.

Press **NEXT FIELD** to carry back the current value, selected by the cursor.

Press **EXIT** to exit the LOV screen without retrieving a value.



Claim Name - This 40-character alphanumeric field contains the mandatory claim name associated with mining claims cases (case type 384). The System automatically skips this field for all other case types.



Type the claim name associated with the proper case type. Press NEXT FIELD to continue to the Case Acres field.

If you attempt to skip the Claim Name field without entering a claim name for a case type 384, an error message appears in the message line:

ERROR: Mandatory field has not been entered.

Dstrb Acres (Disturbed Acres) - This field identifies the number of acres actually disturbed by exploration, prospecting, development or mining operations in a Surface Management Plan or Notice within the total case acres. The first nine digits contain the whole number of acres disturbed. The next four digits contain the decimal portion of the disturbed acres, if any.

NOTE:

The System automatically skips this field. Press PREVIOUS FIELD to move the cursor back into the Disturbed Acres field for surface management 3802 and 3809 case types only.



Type the whole number of acres disturbed beginning on the left side of the first field, leaving unused positions blank. Press NEXT FIELD to continue to the decimal portion of the field. Type the decimal portion. Press NEXT FIELD to continue to the Case Acres field.

If you enter an invalid character or a negative number, one of the following messages appears, respectively, in the message line:

**Legal characters are 0-9 + and -
Must be in range 0-9 + and -**

Case Acres - This 13-digit field specifies the total acreage applied for in the case. The first nine-digit field contains the whole number of case acres. The second four-digit field contains the decimal portion of the case acres.



Type the whole number of case acres beginning on the left side of the first field, leaving unused positions blank. Press NEXT FIELD to continue to the decimal portion. Type the decimal portion, if any. Press NEXT FIELD to continue to the FRC Site field.

DE 2926
or...
LOV ♥

FRC Site (Federal Records Center Site) - This three-character alphabetic field identifies the name of the Federal Records Center in which the case file is stored. Data Element 2926 and LOV contain valid abbreviations for the Federal Records Centers.

Example:

ATL	Atlanta
DEN	Denver
KAN	Kansas



Type the three-character abbreviation for the FRC site. Press NEXT FIELD to continue to the FRC Accession Number field.

If you enter an invalid FRC site, the following error message appears in the message line:

ERROR: Invalid FRC Site

If you do not know the correct FRC site abbreviation, press LOV to access the on-line list of values.

LOV ♥

When you access the FRC Site LOV screen, Figure 3, your cursor appears in the first record of the Code column.

There are two fields in the FRC Site LOV screen. Use the NEXT/PREVIOUS RECORD keys or the NEXT/PREVIOUS SET keys to scroll through the available options.

You may also use the ENTER/EXECUTE QUERY procedures from any of the fields to limit your list of values.

Press ENTER QUERY to clear the columns, note the words ENTER QUERY appears in the status line across the bottom of the screen.

Use the NEXT FIELD key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

BLM Interim LIS		12-APR-92
FRC (2926)		
Code	Description	
ATL	ATLANTA	
BOS	BOSTON	
CHI	CHICAGO	
DAY	DAYTON	
DEM	DENVER	
FTW	FORT WORTH	
KAN	KANSAS CITY	
LOS	LOS ANGELES	
MEC	MECHANICSBURG	
NEW	NEW YORK	

<Show Keys=F1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 3 FRC Site LOV Screen (DICT136F)

Press **EXECUTE QUERY** to query the System for data matching the parameters entered.

LOV Example:

Press **ENTER QUERY**.

Press **NEXT FIELD** to move the cursor into the Description field.

Type **D%**.

Press **EXECUTE QUERY**.

The System retrieves all FRC sites with a description beginning with the letter D.

Use the **NEXT/PREVIOUS RECORD** or **NEXT/PREVIOUS SET** keys to scroll through the retrieved values.

If you enter a query that has no matches in the System, the following message appears in the message line:

Query caused no records to be retrieved.
Re-enter.

Press **NEXT FIELD** to carry back the current value, selected by the position of the cursor in the code field.

Press **EXIT** to exit the LOV screen without retrieving any value.

DE 2928

FRC Acc Num (Federal Records Center Accession Number) - This 15-character alphanumeric field contains the control number used by the Federal Records Center to identify a shipment of records. The first three digits indicate the agency code, the next two identify the shipment year, and the last four digits indicate the number assigned by FRC. Data Element 2928 contains a description of this field. This field left justifies the number and does not zero-fill.

NOTE:

The accession number uses dashes and should be typed exactly as indicated by FRC.

Example: 049-91-0036



Type the FRC accession number. Press NEXT FIELD to continue to the FRC Box Number field.

FRC Box Num (Federal Records Center Box Number) - This three-digit numeric field indicates the box number of the shipment which contains this case file. This field left justifies the number and does not zero-fill.



Type the box number. Press NEXT FIELD to continue to the FRC Box Quantity field.

If you enter an invalid value in the FRC Box Num field, the following message appears in the message line:

Legal characters are 0-9 + and -

FRC Box Qnty (Federal Records Center Box Quantity) - This three-digit numeric field indicates the number of boxes in the current shipment to the FRC. This field left justifies the number and does not zero-fill.



Type the number of boxes in the field provided. Press NEXT FIELD to continue to the FRC Disposal Date field.

If you enter an invalid value in the FRC Box Qnty field, the following message appears in the message line:

Legal characters are 0-9 + and -

DE 0066

FRC Disp Date (Federal Records Center Disposal Date) - This 11-character date field contains the date on which the record can be disposed. The field uses the standard System date format: day, month, year sequence, DD-MON-YYYY. When you enter the disposal

date, type the entire date, including zeros and hyphens to separate the elements. Data Element 0066 contains appropriate month abbreviations.

Example:

Enter December 1, 2001 as 01-DEC-2001



Type the appropriate disposal date.

If you enter the disposal date using an invalid date format, an invalid day, month or year, one of these error messages appears in the message line:

Date format is DD-MON-YYYY
Date must be between 1 and last of month
Not a valid month name
Year must be 1776-4444

If you enter a date earlier than today's date, the following message appears in the message line:

WARNING: Disposal date is not
in the future

DE 2928

FRC Loc Code (Federal Records Center Location Code) - This 15-character alphanumeric field indicates the storage location of the boxes within the Federal Records Center. Do not use dashes when entering this number. Data Element 2928 contains a description of the FRC location. This field left justifies the number and does not zero-fill.

Example:

403984882



Type the location code.

If you press NEXT FIELD on a FRC Location Code, the following message appears in the message line:

Press COMMIT to store data

After entering the location code, review the data you entered. At this point you must either exit the form, committing your changes or reverting to the previously saved data, commit your changes and remain on the form, continue to make edits in the current case fields.



Press COMMIT to commit your changes and return the cursor to the Geo State field of the case serial number.

When you commit data, the following message appears in the message line:

**Transaction completed –
XX records processed**

You may now enter a new case serial number for updating or press EXIT to exit the form and return to the Case Processing Menu.



Press EXIT to exit the form. If you have made any changes to the fields for this case, the following message appears in the message line:

**Do you want to commit the changes
you have made? Y**



Press NEXT FIELD to accept the default Y and commit the changes you have made. The following message appears in the message line:

**Transaction completed –
XX records processed.**



Press any function key to acknowledge message.

If you press a key other than NEXT FIELD, the following message appears in the message line:

Press Return to enter answer

When you press a function key, the System returns to the last accessed menu, having saved your edits to the case file.

Type N and press NEXT FIELD in response to the above question to exit the form without committing your changes.

NOTE:

You may not access the remaining fields on this form to change data; they appear only as a reference in identifying the case. The System completes these fields automatically from data already in the case file.

Case Status - This two-digit field contains a code identifying the status of the case. This protected field may not be changed while in the Update Case Header Record Form (CASE110F). Case status is associated directly with action codes entered for the case.

Last Act (Last Action Number) - This three-digit numeric field contains the last number sequentially assigned by the System to the last action record entered into the case action table. This is a protected field and cannot be changed on the Update Case Header Form (CASE110F).

Last Land Num (Last Land Number) - This five-digit numeric field contains the last land number recorded for the case. This is the System-assigned number for the last land record entered on the case. This is a protected field and cannot be changed on the Update Case Header Record Form (CASE110F).

Add Date - This field contains the date that this case was entered originally into a BLM automated records system (e.g., Case Recordation, ORCA, AALRS, MC, Interim).

Change Date - This field contains the date that this case was last changed (i.e., changed, added to, deleted from, etc...) in a BLM automated records system (e.g., Case Recordation, ORCA, AALRS, MC Interim).

Empl ID (Employee Identification) - This eight-character alphanumeric field contains your System user login ID.

1.2 Update Customer Link Form (CASE121F)

This form allows you to add, delete or change a customer/case relationship, the Interest Relationship and Percent Interest on a previously established or serialized case. Both the case serial number and customer data must already exist in the system before you can use the Update Customer Link Form (CASE121F).

Use the Update Customer Link Form (CASE121F) to add, change, or delete a customer within a case, or when the interest relationship or percent interest of a customer changes, e.g., after application approval.

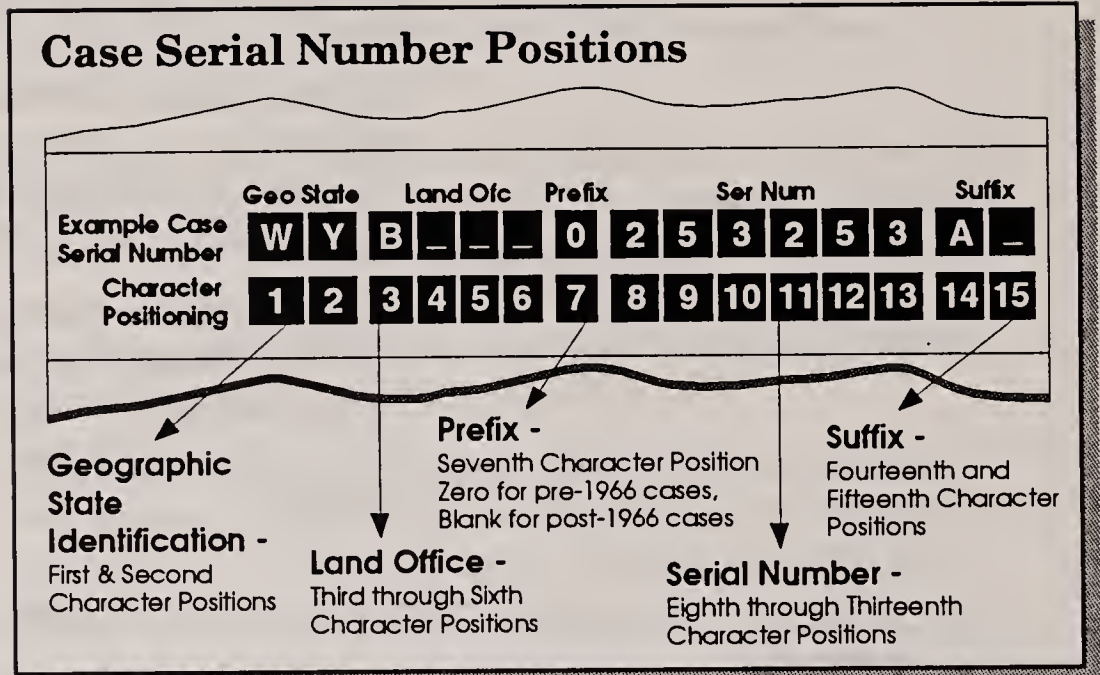
When you select the Update Customer Link option from the Case Processing Menu, the Update Customer Link Form (CASE121F) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

CASE121F		BLM Interim LIS				14-APR-92	
Update Customer Link							
Case Ser Num		Geo State	Land Ofc	Prefix	Ser Num	Suffix	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
		Cust ID [REDACTED]					
Name Num		[REDACTED]					
Addr Num		[REDACTED]					
		Int Rel [REDACTED]				Pet Int [REDACTED]	
<Show Keys=KP1> <Exit=Esc X> [REDACTED] LOU							
Char Mode: Replace Page 1 Count: *0							

Figure 1 Update Customer Link Form - (CASE121F)

Enter the case serial number following the subsequent instructions. A brief description precedes the entry instructions for each field.

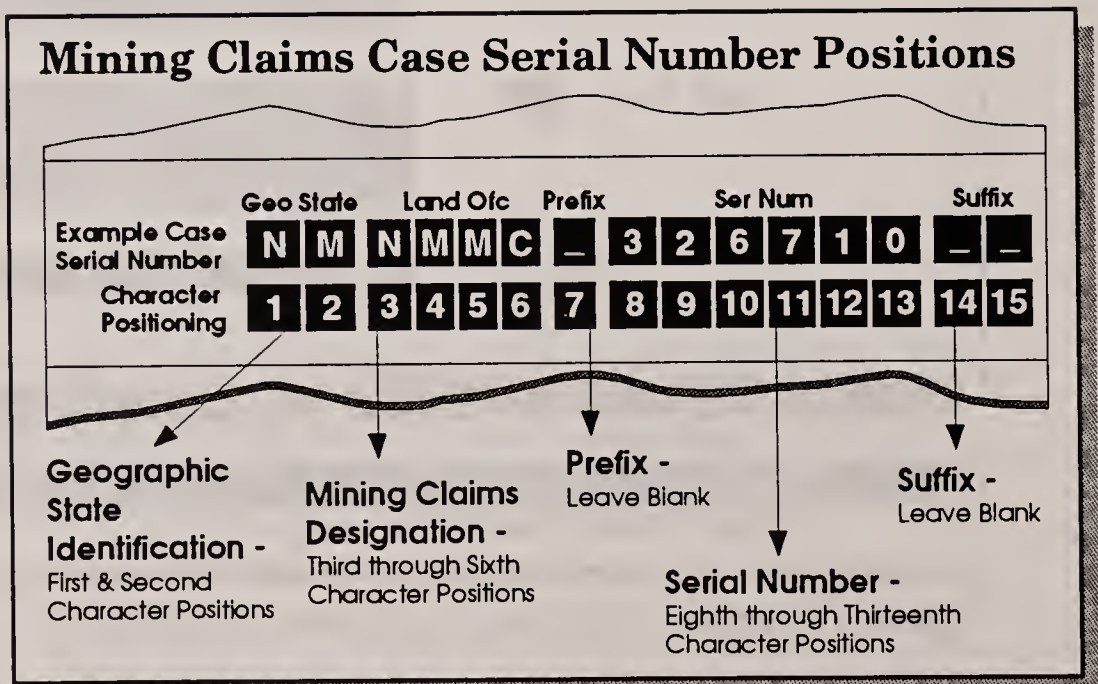
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W	Y	W	_	_	_	6	0	0	4	7	8	_	_
A	K	F	F	_	_	0	4	3	7	8	4	_	_
M	T	B	L	M	A	0	0	2	4	7	6	3	_

Where the _ denotes a blank space in the case serial number.





Type the appropriate geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic names.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office code, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes.



Mining Claims Designations

State

Arizona
California
Colorado
Eastern States
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Wyoming

Mining Claims Designation

AMC
CAMC
CMC
ESMC
IMC
MMC
NMC
NMMC
ORMC
UMC
WMC

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field. If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to query and access all existing customer data on the entered case.

The System will not accept an invalid case serial number, or one which has not been added previously through one of the establish case forms.

The System then verifies the entire case serial number, either retrieving existing data for the case entered or returning the following error in the message line:

ERROR: Invalid Serial Number



Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype one or more fields in the case serial number.

When you enter a valid case serial number on the Update Customer Link Form (CASE121F) the cursor moves into the Customer ID field, either retrieving the first customer in the case, or providing a blank record for entry.



To view, change and delete additional customer records associated with this case, use the NEXT RECORD/ PREVIOUS RECORD keys. The cursor moves into a blank record when you press NEXT RECORD on the last customer, designated by the * on the Count number in the message line.

A description of each field precedes the entry and edit instructions of the field.

Cust ID (Customer Identification) - This nine-digit numeric field contains a unique ID number representing a specific BLM customer. Each customer receives a permanent ID within the Customer database. Each customer ID may have multiple names (name numbers) and addresses (address numbers) associated with it.

To change (replace) the current customer displayed for this case, press the **CLEAR FIELD** key while the cursor is in the Customer ID field. The field blanks, keeping the cursor at the beginning of the field.



To add a new customer, in addition to the existing customer(s), press the **CREATE RECORD** key before typing the new Customer ID.

Type the Customer ID beginning on the left side of the field provided, leaving unused positions blank. Press **NEXT FIELD** to continue to the Name Num field.

The System automatically completes the Name Number and Address Number fields, defaulting to the first name and address numbers (001) from the Customer database associated with the Customer ID entered. You may change the Name and Address Numbers with the cursor in the respective fields to retrieve additional names and addresses associated with the Customer ID.

If you enter an invalid or non-existent Customer ID, the following message appears in the message line:

**ERROR: Customer must exist in the
Customer database.**

NOTE:

Please follow your office procedures for adding new customers to the database. Use the **FIND Customer (CUST400F)** or **LOV** to determine if the customer exists in the database.

If you receive the above error message, check to verify that you typed the Customer ID correctly. Otherwise, you will need to have the Customer added to the database before you proceed with your update.

If you know the customer's name but do not know the appropriate Customer ID, press LOV, while the cursor is in the Customer ID field, to obtain an on-line query screen to search the database by customer name, name number or a portion of the Customer ID.

LOV ♥

Your cursor appears in the Customer ID field of the Customer LOV screen (see Figure 2) when you press the LOV key in the Customer ID field.

Figure 2 Customer LOV Screen (DICT138F)

In the Customer LOV screen, you may query on the Customer ID, or a portion thereof, the Name Number, the Customer Name, or a portion thereof, or a combination of one or more of these options.

Press the NEXT FIELD key to move from the Customer ID field to the Name Number field and the Customer Name field. Until you enter a value in one of these three fields, or press EXECUTE QUERY, your cursor continues to move from field to field when you press the NEXT/PREVIOUS FIELD keys. You may not access the Address Number and Customer Address fields to query in this LOV screen.

Query the Customer database for a valid Customer ID and corresponding Name Number and Address Number by typing all or a portion of the customer's name and pressing EXECUTE QUERY.

You must spell the name correctly because the system is very unforgiving. Use the wildcard character, %, to broaden your query of the database as shown in the following example.

LOV Example:

You know that information about your customer, "International Drilling Corporation" is in the database, but you do not know the Customer ID. To obtain the Customer ID, type the corporation's entire name (i.e., spelled the same as in the database) in the Customer Name field and press EXECUTE QUERY. If you are not sure exactly how the corporation is listed in the database, type a portion of the name and the wildcard character, %, anywhere within the name:

INTERNATIONAL DRILLING CORPORATION
or INTERNATIONAL DRILLING CO%
or %NATIONAL DRILLING%
or %DRILLING%CORP%
etc...

The wildcard character represents any and all characters (including blanks) that could fit into the unspecified section(s) of the queried field.

Type the customer's name beginning on the left side of the field provided, leaving unused positions blank. Press EXECUTE QUERY to query the system.

The more complete the customer name, the more likely the database will locate the customer quickly and retrieve the correct Customer ID. The more wildcard characters you use (the more incomplete the customer name), the System returns a longer list of possible matches to your query. If the database answers your query with more than one Customer Name and Customer ID, use the NEXT RECORD / PREVIOUS RECORD keys to scroll through the names until you find the correct Customer Name and customer ID.

Within the Customer LOV screen the System also retrieves the Address Number and Customer Address information for visual verification. When you locate the appropriate Customer ID, press NEXT BLOCK to access the Address Number field. Use the NEXT RECORD / PREVIOUS RECORD keys to scroll through multiple addresses associated with the current Customer ID.

Press NEXT FIELD to select and retrieve the customer name you want, along with associated Customer ID, Name Number, Address Number and Customer Address data, to the Update Customer Link Form (CASE121F). The cursor returns to the Update Customer Link Form (CASE121F) in the Name Number field with the customer Name Number field and customer Address Number fields completed automatically.

To exit the Customer LOV Screen without selecting any of the displayed values, press EXIT.

Name Num (Name Number) - This three-digit numeric field associates a specific Customer Name with the Customer ID. Unless a value is retrieved from the Customer LOV screen with the Customer ID, the default value Name Num (001) appears with the associated Name.

Although each customer receives a unique Customer ID in the System, there may be several names associated with any one customer. If there are several names associated with one customer, each name receives a unique Name Number within the Customer ID.

Example:

Shell Oil Company has the Name Number 001 within the Customer ID 000074362. Shell Oil Exploration has Name Number 002 within the same Customer ID. Both would have the same customer ID and both have the same address.



Press NEXT FIELD to accept the default name number 001 automatically retrieved by the System.

To enter a different name number, press CLEAR FIELD to clear the current value from the field.

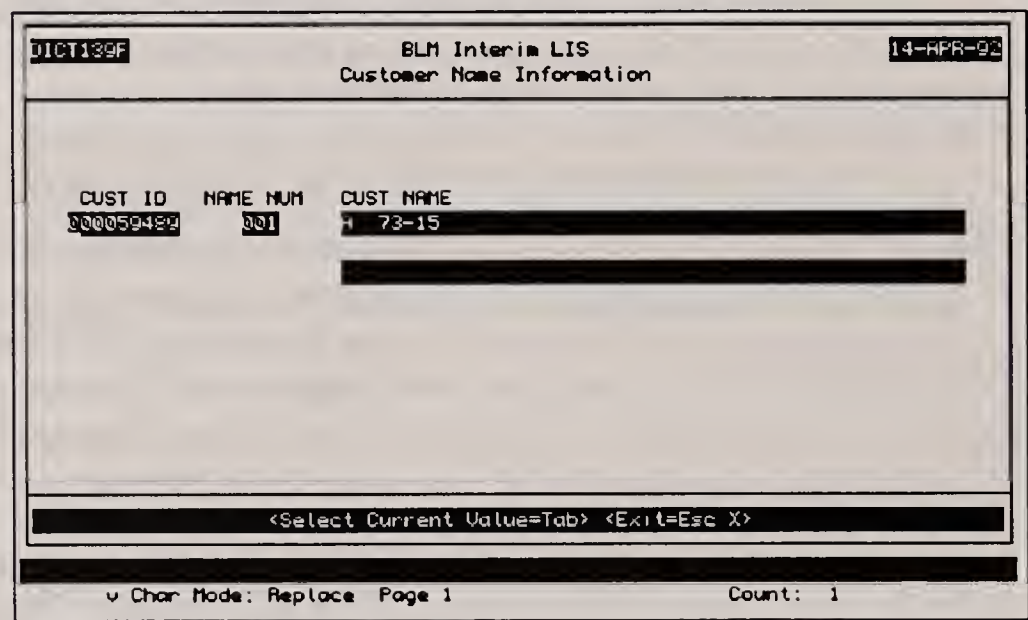
Type the name number beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Address Number field.

If you enter a name number that does not exist for this customer ID, the following message appears in the message line:

ERROR: Customer Name Number must exist for customer

LOV ♥

If you do not know the correct Name Number, press LOV to obtain an on-line list of valid Name Numbers for the current Customer ID. When you press LOV a Customer Name LOV screen appears with your cursor in the Customer ID field. See Figure 3.



CUST ID	NAME NUM	CUST NAME
000059484	001	73-15

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 1

Figure 3 Customer Name LOV Screen (DICT139F)

The Customer Name LOV screen displays the initial Name Number 001 and the associated customer name. Use the PREVIOUS /NEXT RECORD keys to scroll through the existing Name Numbers and their associated customer names.

You may also query on the Name Number or Customer Name within this LOV screen. However, this is not necessary unless there are too many names to scroll through easily.

To query within the Customer Name LOV screen, press ENTER QUERY.

The Customer ID remains in the Customer ID field while the Name Number and Customer Name fields clear for entering your query parameters.

Press the NEXT FIELD key to move into the Name Number and Customer Name fields. Until you type a value in one of the fields, the NEXT FIELD key continues to move the cursor from field to field.

Type your query in the Name Number field, Customer Name field, or both. Use the wildcard character to broaden your query as needed. Refer to the following example:

LOV Example:

Cust ID	Name Num	Cust Name
000019011	1%	
000019011		MARSHALL%
000019011		%BANN%

The wildcard character represents any and all characters (including blanks) that could fit into the unspecified section(s) of the queried field.

Press the EXECUTE QUERY to retrieve all records within the current Customer ID that match the query parameters.

Use the NEXT RECORD / PREVIOUS RECORD keys to view the Name Number values associated with the Customer ID.

Press NEXT FIELD to accept the current number and return the value to the Name Number field on the Update Customer Link Form (CASE121F).

Press EXIT to exit the Customer Name LOV screen without selecting any of the displayed values.

Addr Num (Address Number) - This three-digit numeric field associates the address information to the Customer ID using a sequential number (i.e., 001, 002, 003, etc...) generated by the System for each address entered into the Customer database. Each address number is associated directly with the customer ID, not the customer name. The second portion of this field contains the complete street/mailling address tied to the current address number as it appears in the database.

With the default address number, 001, in the Address Number field, either accept the value, query through the LOV screen for additional values within this Customer ID or type a new Address Number.



To accept the current value in the Address Number field, press NEXT FIELD.

To enter a different Address Number, press CLEAR FIELD to clear the current value from the field.



Type the Address Number beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Interest Relationship field.

If you enter an address number that does not exist in the database for this customer, the following message appears in the message line:

ERROR: Customer Address Number must exist for customer.

LOV ♥

If you do not know the correct address number, press LOV to obtain an on-line list of valid address numbers and their associated addresses for the current customer ID. When you press LOV, the Customer Address LOV screen appears (see Figure 4) with your cursor in the Customer ID field.

CUST ID	ADDR NUM	CUST ADDRESS
000000001	001	GENERAL DELIVERY
		PEDRO BAY

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 1

Figure 4 Customer Address LOV Screen (DICT140F)

The Customer Address LOV screen, above, displays the initial address number, 001, and the associated customer address. Use the PREVIOUS RECORD / NEXT RECORD keys to scroll through the existing address numbers and their associated customer addresses.

You may also query on the address number and / or any portion of the address itself.

To query within the Address Number LOV screen, press ENTER QUERY.

The Address Number and Customer Address field clear, while the Customer ID field retains the value you entered on the form.

Press the NEXT FIELD key to move from one field to the next. When the cursor is in the Customer Address field, use the NEXT FIELD key to move through the address, city, state and zip code lines.

Type your query parameters in any of the available fields, using the wildcard character as needed to broaden your search.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press the EXECUTE QUERY key to retrieve the address records within the current Customer ID that match the query parameters.

Use the NEXT RECORD / PREVIOUS RECORD keys to view the Address Number values retrieved.

Press NEXT FIELD to accept the current Address Number and return the value to the Address Number field on the Update Customer Link Form (CASE121F).

Press EXIT to exit the LOV screen without returning any value to the entry form.

Press NEXT FIELD to continue to the Interest Relationship field.

DE 3136
or...
LOV ♥

Int Rel (Interest Relationship) - This mandatory two-digit numeric field establishes the customer's interest in or relationship to the case (e.g., applicant, owner, lessee, designated operator, etc...) using the codes identified by the BLM. Data Element 3136 and the LOV screen contain valid interest relationship codes.



Type the interest relationship code. Press NEXT FIELD to continue to the Percent Interest field. The System automatically completes the second field with the description of the interest relationship code.

If you enter an invalid interest relationship code, the following message appears in the message line:

ERROR: Invalid Interest Relationship

If you do not know the appropriate interest relationship code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the interest relationship LOV screen, Figure 5, all valid Interest Relationship codes appear in the Code column with a corresponding description in the Description column.

Use the NEXT RECORD / PREVIOUS RECORD and NEXT SET / PREVIOUS SET keys to move the cursor vertically through the Interest Relationship values.

You may also query for a particular Interest Relationship. Press ENTER QUERY to clear the columns. Use the NEXT FIELD key to move between the two columns.

BLM Interim LIS		14-APR-92
Interest Relationship (3136)		
Code	Description	
01	APPLICANT	
02	ENTRYMAN	
03	CO-OWNER	
04	PARTNER	
05	TRUSTEE	
06	HEIR	
07	DEVISEE	
08	ASSIGNEE	
09	OVERRIDING ROYALTY	
10	DESIGNATED OPERATOR	

<Show Keys=KP1> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 5 Interest Relationship LOV Screen (DICT113F)

Type your query parameters in description column, using the wildcard character as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the Description column.

Type **T%** in the Description column.

Code	Description
	T%

Press **EXECUTE QUERY**.

All codes with a description beginning with **T** and their corresponding descriptions appear in the columns.

Locate the desired value using the **NEXT RECORD / PREVIOUS RECORD** keys to move the cursor vertically.

Press **NEXT FIELD** to accept the current Interest Relationship value and carry it back to the Update Customer Link Form (CASE121F).

Press **EXIT** to exit the Interest Relationship LOV screen without retrieving any of the displayed values.

Press **NEXT FIELD** to continue to the Percent Interest field.



Pct Int (Percent Interest) - This optional 12-digit numeric field contains the percentage of interest of the customer in the case relating to the interest relationship noted for the customer. When there are multiple customers for a case, enter a percentage for each. The value you type for percent interest must be in the range of zero to 100. If the percentage is not a whole number, type a decimal point then add the decimal portion of the Percent Interest.

Example:

Type 36.75 for 36 3/4 % interest in the case.



Type percent interest, if appropriate, beginning on the left side of the field provided, leaving unused positions blank.



Press COMMIT to commit the data entered for this record, or use PREVIOUS/NEXT RECORD to continue changing or deleting existing customers, and adding new customers.

If you enter a percentage rate that is greater than 100 the following message appears when you press COMMIT:

Must be in range 0 to 100



To change an existing customer record, use NEXT RECORD/PREVIOUS RECORD to move the cursor to the beginning of the record you wish to change. Press the INSERT/REPLACE key, if you are not currently in the default Replace mode indicated in the status line at the bottom of the form:

Char Mode: Replace

Type the new entry directly over the old entry to replace the old entry with the new entry. Press Commit to save this customer record.



To delete an existing customer record from the specified case, use the NEXT RECORD/PREVIOUS RECORD keys to place the cursor at the beginning of the record you wish to delete. Press the DELETE RECORD key on your keyboard. The System deletes the entry in which the cursor resides from the form. However, if you exit the form without committing your changes, the Customer data for this case remains unchanged. Press COMMIT to verify your changes and update the System.

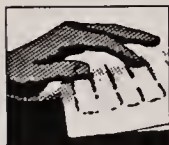
When you complete your edits to the Customer data for the Case displayed, press the COMMIT key. The System displays the following message in the message line:

```
Transaction completed -- XX  
records processed  
Press any function key to  
acknowledge message
```

The System returns the cursor to the Geo State field of the case serial number. You may now enter a new case serial number to Update Customer Link or press EXIT to exit the form.

WARNING:

If you do not commit your edits before exiting this form, the System does not save your changes.



Press EXIT to quit the Update Customer Link Form (CASE121F) and return to the last accessed menu.

1.3 Update Case Land Records Form (CASE125F)

The Update Case Land Records Form (CASE125F) is the fourth option in the Case Processing Menu.

Use this form to enter all case land information and related survey data.

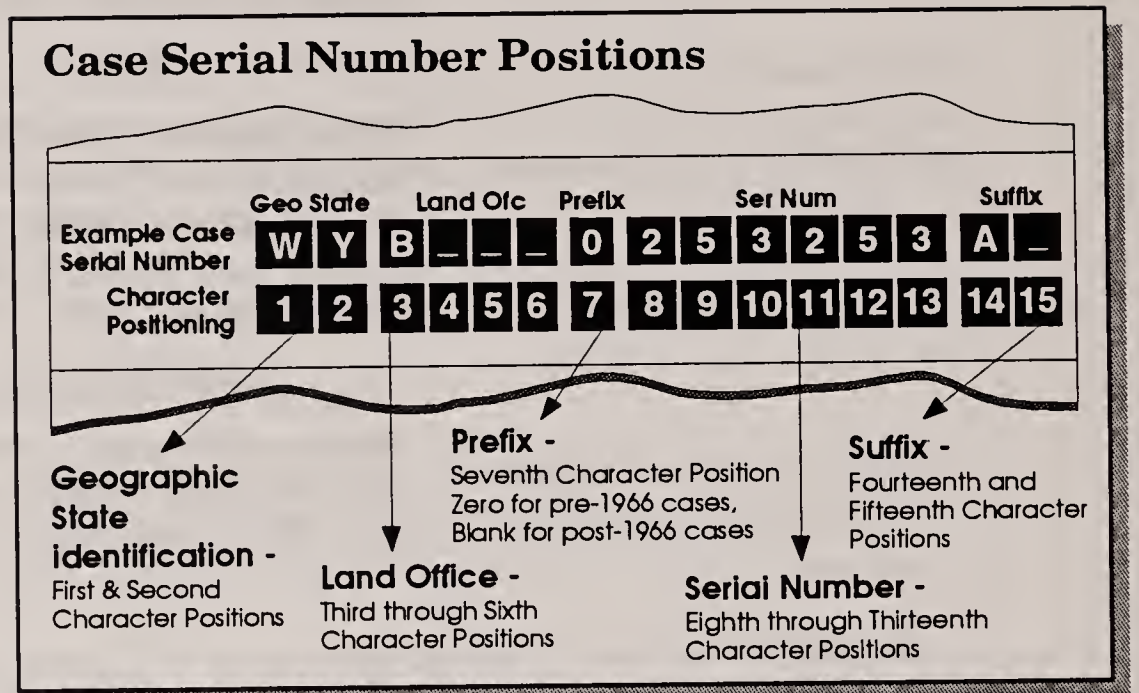
When you select the Update Case Land Records option from the Case Processing Menu, the Update Case Land Records Form (CASE125F) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

Detailed field descriptions and entry information for the fields on this page precede the entry instructions. The *Interim System Reference Guide* contains additional field descriptions for this form.

CASE125F		BLM Interim LIS Update Case Land Records				04-MAR-93					
Case Ser Num		Geo State	Land Ofc	Prefix	Ser Num	Suffix	Casetype				
Land Num		Surveys				Lock					
Mer	Tw	Rng	Sec	Type	Num	Dir	Frac	Suff	Aliquot	Empl	Ofc
										Intl	Code
or						Free Format					
Geo St		Cnty/Bor	Sq Ft	Case Land Acres		PC					
ROW Width		ANCSA	Adm Agcy	Ofc Code	Empl Intl						
DO	RA	NR	Land Status	Chg Date	Empl ID						
<Show Keys=KP1> <Exit=Esc X> LOU											
Char Mode: Replace Page 1						Count: *0					

Figure 1 Update Case Land Records Form (CASE125F)

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Office, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



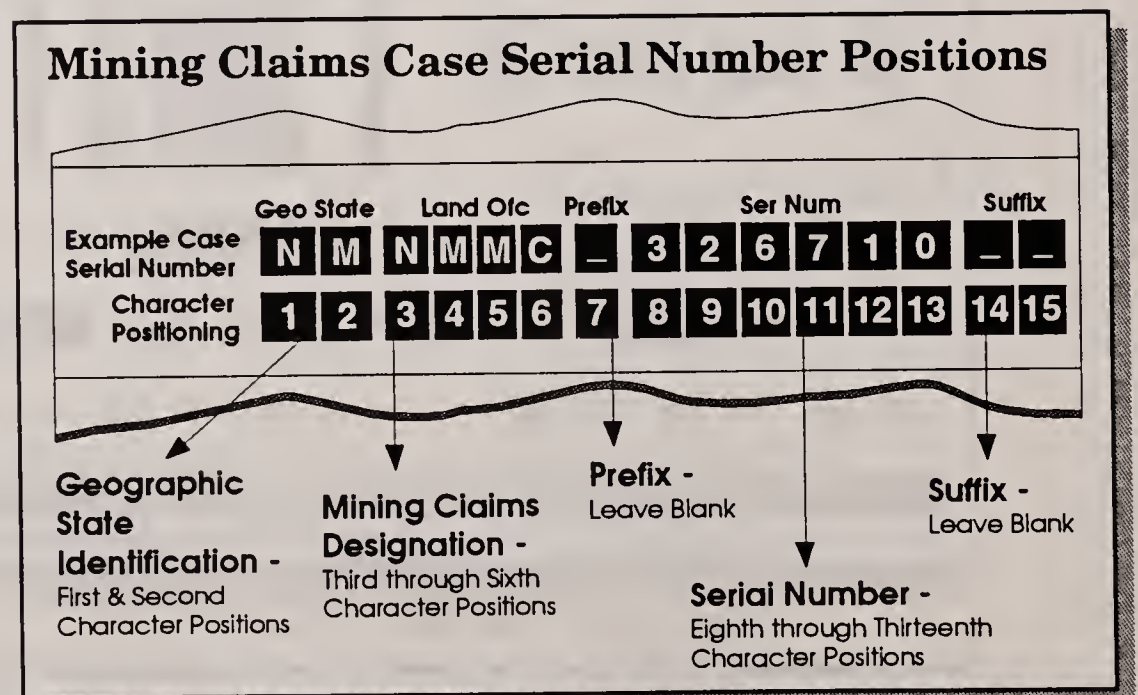
Example:

W Y W _ _ _ 6 0 0 4 7 8 _ _

A K F F _ _ _ 0 4 3 8 7 4 _ _

M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.





Example:

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geographic state.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.



Type the suffix, if appropriate. Press NEXT FIELD to continue to the Land Number field.

The database will not accept an invalid case serial number, or one which has not been added to the System using one of the established case forms.

The System then verifies the entire case serial number. If the case serial number is invalid or does not exist, the System returns this message in the message line:

ERROR: Invalid Serial Number



Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype only a portion of the case serial number.

When you press NEXT FIELD following the entry of a complete and valid case serial number, the cursor moves into the Land Number field.

NOTE:

You may update a land record linked to one or more action records without removing the links. However, you may not entirely delete a land record that is linked to one or more action records.

Land Num (Land Number) - The System sequentially assigns this five-digit number to each case land record entered for a case. Every land description entered for the specified case receives a unique land number. If you know the single land number you want to access, enter the land number, or retrieve all land records for this case by leaving this field blank.

When you access the Land Number field, the following message appears in the message line:

**Clear this field (Land Num) to query all
of the land numbers for this Ser Num**



Type the land number of the record you want to view, or press CLEAR FIELD and NEXT FIELD or EXECUTE QUERY to query all land records for the current case.

Once you either retrieve all the land records or a specific land record for the current case, you may add, change and delete the retrieved case land records.

Use the NEXT/PREVIOUS RECORD keys to scroll through the retrieved case land records if you query more than one.



To add a new case land record, press **CREATE RECORD** with your cursor in the Mer field.

The fields in the body of the form clear, including the Land Number field. If the record is similar to the previous land record, press **DUPLICATE RECORD** to copy the land record previously displayed into the current record.

Complete the fields as described in this section of the documentation.

Press **COMMIT** to save the record to the case file and receive a new land number.



To change a land record, query the specified record by land number or use the NEXT/PREVIOUS RECORD keys to scroll through multiple records retrieved in the query.

Use the NEXT/PREVIOUS FIELD keys to move through the fields on the form. Make your changes as needed to the fields displayed.

Press **COMMIT** to save your changes to the case file.



To delete a case land record, query the specific record by land number, or use the NEXT/PREVIOUS RECORD keys to scroll through multiple records retrieved in the query.

When the record you want to delete appears on the screen, press **DELETE RECORD**.



Press **COMMIT** to save the deletion of the land records to the case file.

NOTE:

If a land record is deleted, you cannot reuse the land number for another land record. You may overwrite (change) an existing land record to create a new record with the same land number.

Below the Land Num field, there are two groups of fields on the left side of the Update Case Land Records Form (CASE125F). One group contains four fields for meridian, township, range and section data. The other group contains two fields for geographic state and county/borough data. The System enters the Geo State (Geographic State) abbreviation based on the Geo State field in the case serial number.

NOTE:

If the case you are working with is in a state covered by the Public Land Survey System (PLSS), complete the first four fields: Meridian, Township, Range and Section. The System automatically completes the Geo St (Geographic State) and Cnty/Bor (County/Borough) fields from data maintained in the Legal Land Description (LLD) database.

If the case you are working with is a non-PLSS state, press NEXT FIELD in the Mer field. The cursor automatically skips over the first five fields and moves to the Cnty/Bor field.

The Meridian, Township, Range and Section fields define the location of the case land acres described in the land record you are entering or editing (see MTRS diagram). For each PLSS-defined area, there is a Principal Meridian and a base line to mark the initial point for recording meridian, township, range and section data.

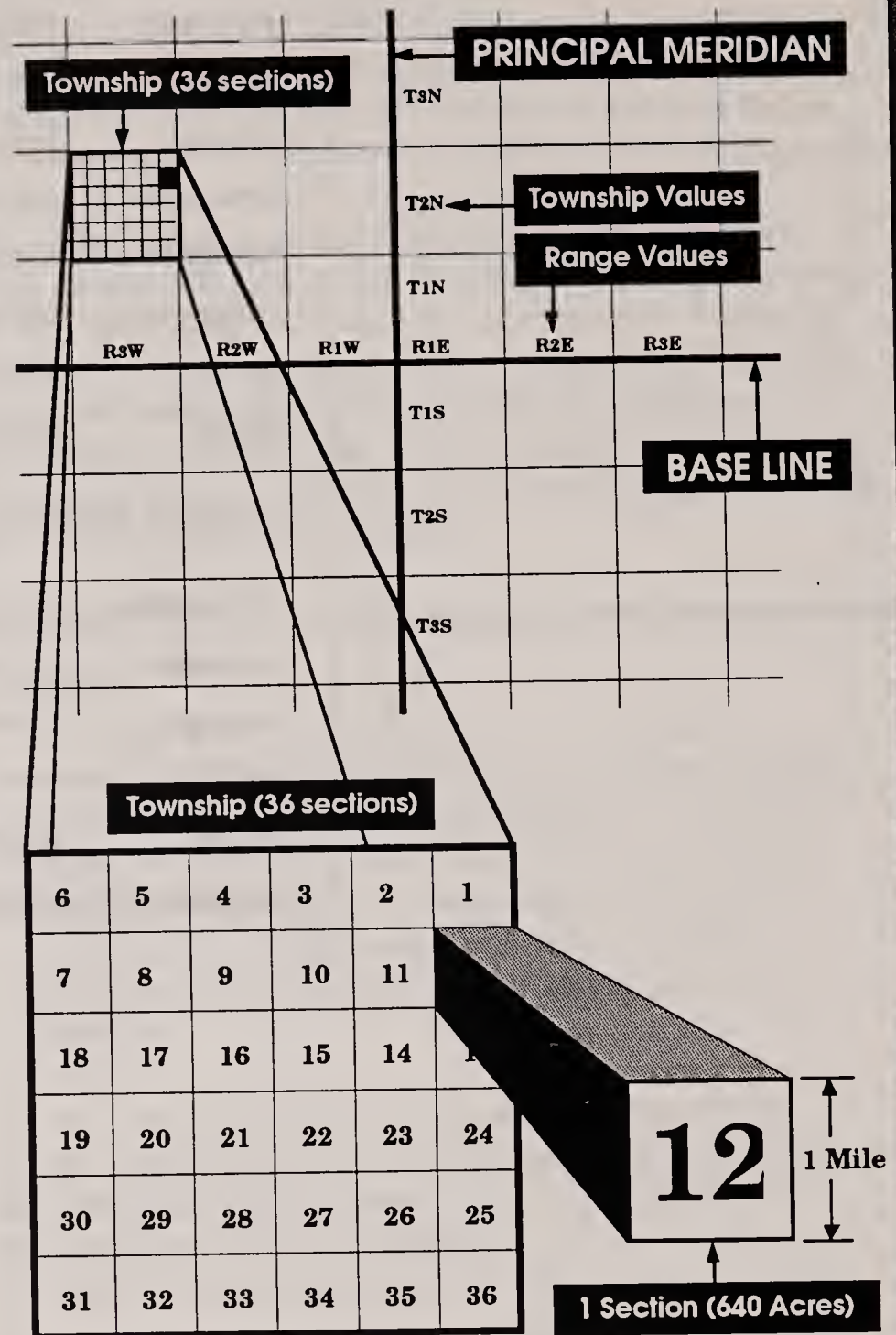
Public Land Survey System (PLSS) States:

Alabama	Illinois	Missouri	Oregon
Alaska	Indiana	Montana	South Dakota
Arizona	Iowa	Nebraska	Utah
Arkansas	Kansas	Nevada	Washington
California	Louisiana	New Mexico	Wisconsin
Colorado	Michigan	North Dakota	Wyoming
Florida	Minnesota	Ohio	
Idaho	Mississippi	Oklahoma	

Non-PLSS States:

Connecticut	Maryland	North Carolina	Texas
Delaware	Massachusetts	Pennsylvania	Vermont
Georgia	New Hampshire	Rhode Island	Virginia
Kentucky	New Jersey	South Carolina	West Virginia
Maine	New York	Tennessee	

Meridian, Township, Range and Section



A "base line" is a line starting at the initial point and extending east and west. A "principal meridian" is a line starting at the initial point and extending north and south; principal meridians are usually referred to simply as "meridians" in the PLSS. "Townships" (tiers) lie north and south of the base line at six-mile intervals, and "ranges" lie east and west of the principal meridian at six-mile intervals. To identify a parcel of land, you must first count the number of tiers (townships) north or south of the base line and then count the number of ranges east or west of the principal meridian.

Example:

T2N, R3E

This six-mile square parcel would be located two townships (tiers) north of the base line and three ranges east of the meridian.

NOTE:

For non-PLSS states, do not enter any value in the Meridian field. Press NEXT FIELD to bypass the Meridian, Township, Range and Section fields and continue directly to the Cnty/Bor field. The System automatically completes the Geo State field based on the geo state entry in the case serial number

DE 1703
or...
LOV ♥

Mer (Meridian) - This two-character alphanumeric field identifies the meridian code describing the land location. Data Element 1703 and LOV contain a list of possible meridian codes within the specified Adm State. A meridian is a line extending north and south from an initial point which establishes the basis for measuring ranges east and west in the PLSS states.

In addition to the meridian codes used in your state, there are three other meridian codes that can be used for cases with an unidentified land description.

00 - For cases that will never have a land description.
For example:

- Cultural resource use permits, usually for an entire resource area, district or state
- Unprotracted/unsurveyed coastal rocks and islets withdrawn as wilderness or as wildlife refuges that will never be surveyed
- Lands covered by Acts that have blanket authority to change land or resource availability

98 - For cases having an invalid meridian, township, range or section code.

99 - For cases where a legal description does not yet exist but can be expected in the reasonably foreseeable future. For example:

- Hiatus of land between two townships or ranges
- Unsurveyed/unprotracted islands within rivers and lakes that will be surveyed



Type the meridian code beginning on the left side of the field, leaving unused positions blank. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you do not know the correct meridian value, press LOV to obtain an on-line list of valid meridian codes.

LOV ♥

When you access the Meridian LOV Screen, Figure 2, from the Meridian field, all valid meridian codes appear in the Code field with a corresponding description in the Description field. Your cursor appears in the Code field.

Code	Description
00	NO LAND DESC
01	1ST PM
02	2ND PM
03	3RD PM
04	4TH PM IL
05	5TH PM
06	6TH PM
07	BLACK HILLS MER
08	BOISE MER
09	CHICKASAW MER

<Show Keys=KP1> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 2 Meridian LOV Screen (DICT114F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid meridian codes.

You may also query a particular meridian value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or both fields using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the Description field.

Type **S%** in the description field.

Code	Description
	S%

Press **EXECUTE QUERY**.

All codes with a description beginning with **S** and their corresponding codes appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the current meridian value .

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

DE 1695

Twp (Township) - This five-character alphanumeric field identifies the township in which the case land description occurs. Data Element 1695 defines township. Township is the PLSS designation for a tier extending north or south of a base line. The five-character alphanumeric designation consists of three parts:

- The first three positions specify the whole number of the township, e.g., township 29 would be 029.
- The fourth position contains the fractional township code, 0, 1, 2 or 3.
- The fifth position identifies the direction from the base line. The only acceptable direction codes are **N** for north or **S** for south.

Township Field Positions

Existing Data	Fractional Codes	Direction	Entry Data
T29 N	0 = No Fraction	N = North	0290N
T29 1/4 S	1 = 1/4	S = South	0291S
T29 1/2 N	2 = 1/2	N = North	0292N
T29 3/4 S	3 = 3/4	S = South	0293S



Type the entire township designation, including all zeros, in the space provided. Press NEXT FIELD when finished to continue to the Range field.

NOTE:

When data exist in the township field, and you move the cursor through the field, the System recognizes the three positions of the field as separate. Use the NEXT/PREVIOUS FIELD keys to move between the portions of the field.

DE 1699

Rng (Range) - This five-character alphanumeric field contains the range designation for the case land description. Data Element 1699 defines range. Range is the PLSS designation for township tiers east or west of a principal meridian. The five-character designation consists of three parts:

- The first three positions of the field contain the whole number of the range, e.g., range 15 would be 015.
- The fourth alphanumeric position contains the fractional range code. It can also be used to designate a duplicate or triplicate meridian-township-range number.

To uniquely identify a second township with identical state-meridian-township-range numbering, add the letter **A** for a duplicate township to the north or

east of the original township. Add the letter **B** for a triplicate township to the north or east of a duplicate township. See Data Element 1699 for an explanation and list of meridian-township-range number duplicates.

- The fifth position is the direction from the meridian. The only acceptable direction codes are **E** for east or **W** for west.

Range Field Positions

Existing Data	Township Codes	Fractional Codes	Direction Codes	Entry Data
R 15 E	15	0 = No Fraction	E = East	0150E
R 15 1/4 W	15	1 = 1/4	W = West	0151W
R 15 1/2 E	15	2 = 1/2	E = East	0152E
R 15 3/4 W	15	3 = 3/4	W = West	0153W
R 54 E (single)	54	0 = 1st MTR in multiple township set	E = East	0540E
R 54 E (duplicate)	54	A = 2nd MTR (duplicate) with identical numbers	E = East	054AE
R 54 E (triplicate)	54	B = 3rd MTR (triplicate) with identical numbers	E = East	054BE



Type the entire range designation, including zeros in the space provided. Press **NEXT FIELD** to continue to the Section field.

NOTE:

When data exist in the Range field and you move the cursor through the field, the System recognizes the three positions of the field as separate. Use the **NEXT/PREVIOUS FIELD** keys to move between the portions of the field.

DE 2506

Sec (Section) - This three-character alphanumeric field contains the section designation of a case related to the Meridian, Township and Range information. Data Element 2506 defines section.

A section is a major subdivision of a township, normally a quadrangle approximately one mile square which contains approximately 640 acres. Sections are numbered typically from 1 to 36 but can be numbered higher and in some states may include alphabetic characters.



Type the section beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Cty/Bor field.

The System validates the meridian, township, range and section combination against the Legal Land Description data contained in the LLD database.

If you enter an invalid section or invalid MTRS combination, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range/
Section combination**

To edit the Meridian, Township, Range and Section fields, press the PREVIOUS FIELD key to return the cursor to the appropriate field and type the correct value.

When you press NEXT FIELD on the Section field with valid Meridian, Township, Range and Section values, the cursor automatically moves to the Cty/Bor field.

NOTE:

The System completes the Geo State, Cnty/Bor, DO, RA, Adm Agcy, and Native Region fields automatically based upon the data entered in the Meridian, Township, Range and Section fields and retrieved from the LLD tables. This occurs in PLSS states only. You may override the System-generated codes if necessary.

Depending upon the case type and MTRS entered for your case, the System may skip or require variable fields on this page, including: Survey Type, Survey Number, Direction, Fraction, Suffix, Aliquot Parts, Free Format, and Square Feet.

DE 0099

Geo St (Geographic State) - This two-character alphabetic field identifies the geographic state of the case. Data Element 0099 contains valid designations for the geographic state. The System automatically completes this field from the database and will match Geo State field information in the case serial number.

The System does not allow access to the Geo State field.

DE 0002 or... LOV ♥

Cnty/Bor (County/Borough) - This optional three-digit numeric field designates the county or borough in which the case land description exists. Data Element 0002 and LOV contain valid county/borough codes.

If you do not enter a meridian, township, range and section combination, you must enter a County/Borough code, typically in non-PLSS states. The System only validates to the section level.

If you attempt to bypass both the MTRS fields and the County/Borough field, the following message appears in the message line:

ERROR: Mer/Twp/Rng/Sec required if County Code is not entered

NOTE:

Because some sections reside in more than one county, it is possible for the System to fill the Cnty/Bor field with an incorrect code. Check the automatically entered information in the Cnty/Bor field for accuracy.

For non-PLSS states and for cases where there are no meridian, township, range and section values, enter the county or borough code in the field provided.



Type the correct county or borough code beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue with the Survey Type field.

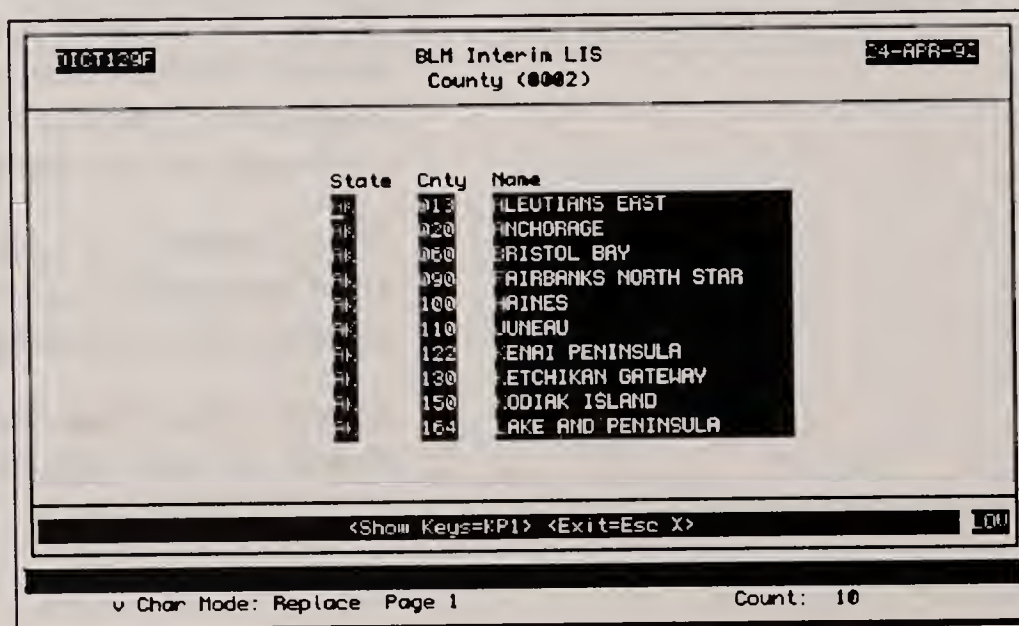
If you enter an invalid county/borough code, the following message appears in the message line:

ERROR: Invalid county within Geo State

If you do not know the appropriate county/borough code, press LOV for an on-line list of valid codes.

LOV ♥

When you access the County LOV screen, Figure 3, from the County field, all valid County/Borough codes within your Geo State appear in the Cnty field, with corresponding County/Borough names in the Name field. Your cursor appears in the first position of the State field.



The screenshot shows a terminal window titled "DICT129F" with a header "BLM Interim LIS" and "County (0002)". The date "04-APR-92" is in the top right. The main area displays a table with three columns: "State", "Cnty", and "Name". The "State" column is partially obscured by a cursor. The "Cnty" and "Name" columns list various Alaskan locations. At the bottom, there is a status bar with "<Show Keys=F1> <Exit=Esc X>" and a "LOV" button. The footer shows "v Char Mode: Replace Page 1" and "Count: 10".

State	Cnty	Name
AK	013	ALEUTIANS EAST
AK	020	ANCHORAGE
AK	060	BRISTOL BAY
AK	090	FAIRBANKS NORTH STAR
AK	100	FAIRBANKS
AK	110	JUNEAU
AK	122	KENAI PENINSULA
AK	130	KETCHIKAN GATEWAY
AK	150	KODIAK ISLAND
AK	164	KODIAK AND PENINSULA

Figure 3 County LOV Screen (DICT129F)

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid county / borough values displayed.

You may also query for a particular county / borough value following the **ENTER/EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the State field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more of the fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Type **WY** in the State field. Press **NEXT FIELD** twice to move the cursor into the Name field. Type **S%** in the Name field.

Press **EXECUTE QUERY** to retrieve all county data in the database for the state of Wyoming where the county name begins with **S**.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the current value.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

NOTE:

Some case types require entry of a particular survey type, e.g., 384 - Mining Claim case types require survey type 5 - Mining Claims.

DE 3131
or...
LOV ♥

Srvy Type (Survey Type) - This single-character alphanumeric field identifies the type of survey performed. Data Element 3131 and LOV contain valid Survey Type codes. A survey type indicates the kind of subdivisional component of a public land survey appropriate for this case land.

When you access the Survey Type field, the following message appears in the message line:

Enter a blank of no surveys to enter

NOTE:

The survey type code determines the cursor movement through the remaining fields.

Examples:

Enter A in the Survey Type field. Press NEXT FIELD to continue to the Aliquot Part field.
Enter M in the Survey Type field. Press NEXT FIELD to continue to the Survey Number field.

NOTE:

Survey Type restrictions:

Survey Type	Restrictions
V	Void - Not an allowable entry in either PLSS or non-PLSS descriptions.
4	Exclusion/Exception Acreage to Aliquot - Use only in Eastern States Status collection or conversion of Forest Service LOS data.
5	Mining Claims - Used only with mining claim case type 384.
6	Nominal Location of Encumbrance - Use only in Eastern States Status collection or conversion of Forest Service LOS data.
7	Relinquished, Withdrawn or Rejected Lands - Used only with non-PLSS descriptions.
8	Unknown - Used only in Status collection.
9	All - If used, all other selections must be blank because it covers an entire section.



Type the survey type code in the space available. Press NEXT FIELD to continue to the next appropriate field, depending upon the survey type value.

If you enter an invalid survey type code, the following message appears in the message line:

ERROR: Invalid Survey Type

If you do not know the appropriate survey type code, press LOV to access the on-line list of valid codes.

LOV ♥

When you access the Survey Type LOV screen, Figure 4, from the Srvy Type field, all valid Survey Type codes appear in the Code field, with corresponding descriptions in the Description field. Your cursor appears in the first position of the Code field.

Code	Description	Expanded Text
EXC		FREE FORMAT
TRAC		TRACT (NON-CADASTRAL)
ALLO		MINOR ALIQUOT, E.G., W2N2W2N2
EXNC		EXCLUSION/EXCEPTION ACREEGE TO ALQ
IC		MINING CLAIMS
IONIL		NOMINAL LOCATION OF ENCUMBRANCE
ANU		LANDS REMOVED FROM ACTIVE CASE
INK		EXACT LOCATION IN SECTION UNKNOWN
ALL		ALL - DESCRIBES ENTIRE SECTION
ALQ		ALIQUOT (40 ACRES OR MORE)

<Select Current Value=Tab> <Exit=Esc>

v Char Mode: Replace Page 1 Count: 18

Figure 4 Survey Type LOV Screen (DICT106)

Use the **NEXT / PREVIOUS RECORD** and **NEXT / PREVIOUS SET** keys to scroll through the valid survey types.

You may also query for a particular survey type value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the Code field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more of the fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press the **NEXT FIELD** key to move the cursor into the Description field. Type **M%** in the Description field.

Press **EXECUTE QUERY** to retrieve all survey type data in the database where the description begins with **M**.

Locate the desired value using the **NEXT / PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the current value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

DE 3118

Srvy Num (Survey Number) - This seven-character alphanumeric field identifies the survey number used to specify the case land. Data Element 3118 defines survey number. The survey number can be a number and/or a letter assigned to an area of land as the result of a survey. The survey number also identifies areas such as lots, tracts, homestead entries, mineral surveys, etc....

Survey Types Requiring Survey Numbers

C - Coal	L - Lot
D - Allotment	M - Mineral Survey
F - Farm Unit	P - Parcel
G - Land Grant	Q - Donation Land Claim
H - Homestead Entry	S - US Survey
I - Indian Allotment	T - Tract
J - Small Tract/Holding Claim	X - Exchange
K - Townsite Block	Y - Townsite Lot not In Block

If you do not enter a survey number when using one of these survey types, the following error message appears in the message line and the cursor remains in the Survey Number field:

**ERROR: Field is required with
current Survey Type**

All other survey types do not require a survey number entry.



Type the survey number in the space provided, leaving unused positions blank. Press NEXT FIELD to continue to the Survey Direction field.

Dir (Survey Direction) - This two-character alphanumeric field identifies the direction of a portion of a special survey for a particular land description.

Example:

For the NE portion of Lot 2, NE would be entered in the Direction field.



Type the direction, if appropriate. Press NEXT FIELD to continue to the Survey Fraction field.

Frac (Survey Fraction) - This single-character numeric field identifies a fractional portion of a special survey similar to the fourth position in the township or range fields.

Example:

Existing Data	Fractional Code
Lot 1	No Fractional Code
Lot 1 1/4	1
Lot 1 1/2	2
Lot 1 3/4	3



Type the Frac code, if applicable. Press NEXT FIELD to continue to the Survey Suffix field.

Suff (Survey Suffix) - This two-character alphanumeric field contains the survey number suffix. You can attach a Suffix to any survey number, including a nested survey.

NOTE:

Survey Type 0 (Undefined Area) requires a survey suffix.

Example:

Block 1E, Lot 4B, where E is the Suffix for the block number and B is the Suffix for the lot number.



Type the survey suffix, if applicable. Press NEXT FIELD to continue to the Survey Type.

You may now enter additional survey information.

Example:

For a single nested survey description, there are multiple survey types, including:

N = Townsite

K = Townsite Block

L = Lot



Press NEXT FIELD without entering a second line of survey data to continue to the Aliquot Part field.

NOTE:

Some survey types cause the System to automatically skip the Number, Direction, Fraction and Suffix fields, and move the cursor directly to the Aliquot field.

DE 2904
Or...
LOV ♥

Aliquot (Aliquot Part) - This ten-character alphanumeric field designates the aliquot parts of the case land described in the Case Land record. If the case is a mining claim case, the Aliquot Part field contains the quadrant of the mining claim. An aliquot part is a subdivision of a section which results from a series of halving and/or quartering a section. Data Element 2904 and LOV contain valid aliquot part designations.

Survey Types Requiring Aliquot Part Descriptions

A - Aliquot (40 acres or more)	U - Unsurveyed/Protracted
B - Residual Aliquot, Irregular (less than 40 acres)	W - Water
O - Undefined (optional)	Z - Unsurveyed/Unprotracted
	3 - Minor Aliquot - (e.g., W2W2W2W2)

If you do not enter an aliquot part for these survey types, the following message appears in the message line:

**ERROR: Field is required with current
Survey Type**



Use the following for mining claims entry:

NE (for northeast)
NW (for northwest)
SE (for southeast)
SW (for southwest)

Example:

For a mining claim located in the NE and NW quadrants, the north half of a section, enter N2.



If you bypass this field for a mining claim case, the following message appears in the message line:

WARNING: Aliquot part is required with Mining Claim.

You do not have to enter the Aliquot part, but the warning notifies you that you should enter aliquot part.



Type the aliquot part, if applicable. Press NEXT FIELD to continue to the Free Format field.

If you enter an invalid aliquot part value, this error message appears in the message line:

ERROR: Invalid Aliquot Parts Code

If you do not know the correct aliquot part code, press LOV to access the on-line list of values.

LOV ♥

When you access the Aliquot Part LOV screen, Figure 5, from the Aliquot Part field, all valid aliquot part values appear in the Code field. Your cursor appears in the first position.

Figure 5 Aliquot Part LOV Screen (DICT110F)

Use the *NEXT/PREVIOUS RECORD* and *NEXT/PREVIOUS SET* keys to scroll through the valid aliquot part values displayed.

You may also query for a particular aliquot part value following the *ENTER/EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the field and place your cursor in the first record.

Type your query parameters in the *Code* field, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

LOV Example:

Press *ENTER QUERY*.

Type *NWNENW%* in the *Code* field.

Press *EXECUTE QUERY* to retrieve all aliquot part codes within *NWNENW*.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to retrieve the current value.

Press *EXIT* to exit the *LOV* screen without retrieving any of the displayed values.

Free Format - This 25-character alphanumeric field provides a free-format entry field, not edited or validated by the System, i.e., the System does not check this information. Use this field to enter a short metes-and-bounds description or portion of an aliquot part (e.g., *NENW portion N of river*). You can also enter a note referencing additional information in general remarks.

Survey Types Recommending Free Format Descriptions

- E** - Metes and Bounds
- R** - Private Land Survey - (optional entry)
- 1** - Free Format (required)
- 2** - Tract (Non-Cadastral)



Type any appropriate information into the *Free Format* field. Press *NEXT FIELD* to continue to the *Square Feet* field.

Sq Ft (Square Feet) - This ten-digit numeric field identifies the case land acres in square feet for the record described. Generally use this field to describe an area for a small right-of-way (e.g., less than one-quarter acre) or other small corridor or land designation.

WARNING:

When you enter a value into the Square Feet field, the System automatically calculates the acres and completes the Case Land Acres field. If you type over the calculated acres in the Case Land Acres field, the System will not accept the data you type, i.e., the value you entered in the Square Feet field always supersedes and overwrites the value entered in the Case Land Acres field.



Press NEXT FIELD with no value in the Sq Ft field to bypass this field and continue in the Case Land Acres field.

Type the number of square feet, if applicable, beginning on the left side of the field provided, leaving unused positions blank and inserting the decimal as needed. Press NEXT FIELD to continue to the Case Land Acres field.

If you enter an inappropriate value in the Square Feet field, using an unusually large number or invalid characters, one of these messages appears in the message line:

Must be in range 0 to 99999999.99

or...

Legal characters are 0-9 - + E

or...

Plus or minus must be in first position.

E in the above message identifies an exponential value.

Press CLEAR FIELD and retype your value if you receive an error message on this field.

NOTE:

When you access the Case Land Acres field with a value in the Square Feet field, the following message appears in the message line:

**WARNING: Square Feet overwrites
Case Land Acres**

DE 3138

9.4

Case Land Acres - The two fields that appear to the right of this field name identify the number of acres recorded in this case land record. The first nine-digit numeric field contains the whole number of case land acres. The second four-digit numeric field contains the decimal portion, if any, of the case land acres. Data Element 3138 contains a description of case land acres.

To accept the System-generated value for case land acres calculated from the Square Feet field, simply press NEXT FIELD in each of the two Case Land Acres fields, the cursor continues to the District Office field.



Type the whole number of Case Land Acres beginning on the left side of the first field, leaving unused positions blank. Press NEXT FIELD when finished. If you have a fractional portion of an acre, type the decimal portion beginning on the left side of the second Case Land Acres field, leaving unused positions blank. Press NEXT FIELD to continue to the ROW Width field.

NOTE:

You cannot access the ROW Width field unless your case type is an ROW case type, 28000-343100.

ROW Width - This five-digit field contains the width dimension of a right-of-way corridor identified by the case land description.



Type the ROW width, if appropriate. Press NEXT FIELD to continue to the District Office field.

If you enter an invalid character or a number outside the allowable range, the following messages appear in the message line respectively:

Legal characters are 0-9-+E
or
Must be in range) to 999.9

DE 0419
or...
LOV ♥

DO (District Office) - This two-digit numeric code represents the BLM district office responsible for the area included in the case land record description. Data Element 0419 and LOV contain valid district designations. The System-generated district office information is accurate to the section level only.



Type the appropriate district office cod. Press NEXT FIELD to continue to the Resource Area field.

If you enter an invalid district office code, the following message appears in the message line:

ERROR: Invalid BLM District

If you do not know the appropriate code, press LOV to obtain an on-line list of district office and resource area codes. Both the district office and resource area codes appear in this LOV screen.

LOV ♥

When you access the District / Resource Area / Planning Unit LOV screen, Figure 7, from the District Office or Resource Area fields, all valid DO and RA values appear in the Dist and RA fields. Your cursor appears in the first position of the Adm State field.

Adm State	Dist	RA	PU	Description
	04			ANCHORAGE DISTRICT OFFICE
	05			GLENNALLEN DISTRICT OFFICE
	06			ARCTIC DISTRICT OFFICE
	07			KOBUK DISTRICT OFFICE
	08			STEESE/WHITE MTNS DISTRICT OFFICE

<Show Key=KP1> <Exit=Shift-F10> LOV

Char Mode: Replace Page 1 Count: *5

Figure 7 District Resource Area/ Planning Unit LOV Screen (DICT126F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid district office and resource area codes. You may also query for a particular value following the ENTER / EXECUTE QUERY procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the **Adm State** field. The **Adm State** defaults to the **Administrative** state of the case you are entering.

Type your query parameters in one or more fields, using the **NEXT FIELD** key to move from field to field, and using the wildcard character, **%**, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press **NEXT FIELD** to move the cursor to the **Description** field.

Type **WORLAND%** in the **Description** field.

Press **EXECUTE QUERY** to retrieve all district office and resource area codes containing **WORLAND** in the description.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected value.

Press **EXIT** to exit the **LOV** screen without retrieving any of the displayed values.

DE 0419
Or...
LOV ♥

RA (Resource Area) - This two-digit numeric code represents the BLM resource area responsible for the area included in the case land record description. Data Element 0419 and **LOV** contain valid resource area codes. The System-generated resource area information is accurate to the section level only.

NOTE:

If your state does not have resource areas (e.g., Alaska), this field is not filled automatically and should remain blank.



Type the resource area code in the space provided. Press **NEXT FIELD** to continue to the **Native Region** field.

If you enter an invalid resource area code, the following message appears in the message line:

ERROR: Invalid Resource Area.

If you do not know the appropriate resource area code, refer to the **LOV** described for the **District Office** field. Press **LOV** to access the **District/Resource Area/Planning Unit LOV** screen.



NR (Native Region) - This two-digit field contains the Alaska code identifying the native region in which the case land record exists. LOV contains a valid list of codes.

Type the native region code, if appropriate. Press **NEXT FIELD** to continue to the Adm Agcy field.

If you enter an invalid native region code, the following message appears in the message line:

ERROR: Invalid Regional Corporation

If you do not know the appropriate native region code, press **LOV** to obtain an on-line list of valid codes and descriptions.

LOV ♥

When you access the Native Region LOV screen, Figure 8, all valid native region codes appear in the fields. Your cursor appears in the Geographic State field of the first record.

Geographic State	Native Region Code	Description
AK	01	LEUT
AK	02	ARCTIC SLOPE
AK	03	CALISTA
AK	04	KEERING STRAITS
AK	05	BRISTOL BAY
AK	06	CHUGACH
AK	07	COOK INLET
AK	08	CHITNA
AK	09	CHONAG
AK	10	CHANA

<Show Keys=KF1> <Exit=Shift-F10> **LOV**

Char Mode: Replace Page 1 Count: 10

Figure 8 Native Region LOV Screen (DICT117F)

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid codes.

You may also query a particular value using the standard query procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first blank record. The geographic state defaults to AK.

Type your query parameters in one or more fields, using the **NEXT FIELD** key to move from field to field. Use the wildcard character, %, as needed.

LOV Example:

Press **ENTER QUERY**

Press **NEXT FIELD** to move the cursor into the Description field.

Type NANA% in the Description field.

Press EXECUTE QUERY to retrieve the code and description for the Nana Native Region.

Select the desired value using the NEXT/PREVIOUS RECORD keys.

Press NEXT FIELD to retrieve the selected value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

LOV ♥

ANCSA (Alaska Native Claims Settlement Act) -

This single-digit code recognizes surface, subsurface, or both claims to various states, i.e., villages and regions. LOV contains valid ANCSA codes and corresponding definitions. Only Native Allotment case types allow ANCSA code.



Type the appropriate ANCSA code, if appropriate. Press NEXT FIELD to continue to the Adm Agcy field.

If you enter an invalid code, the following message appears in the message line:

ERROR: Invalid ANCSA Code

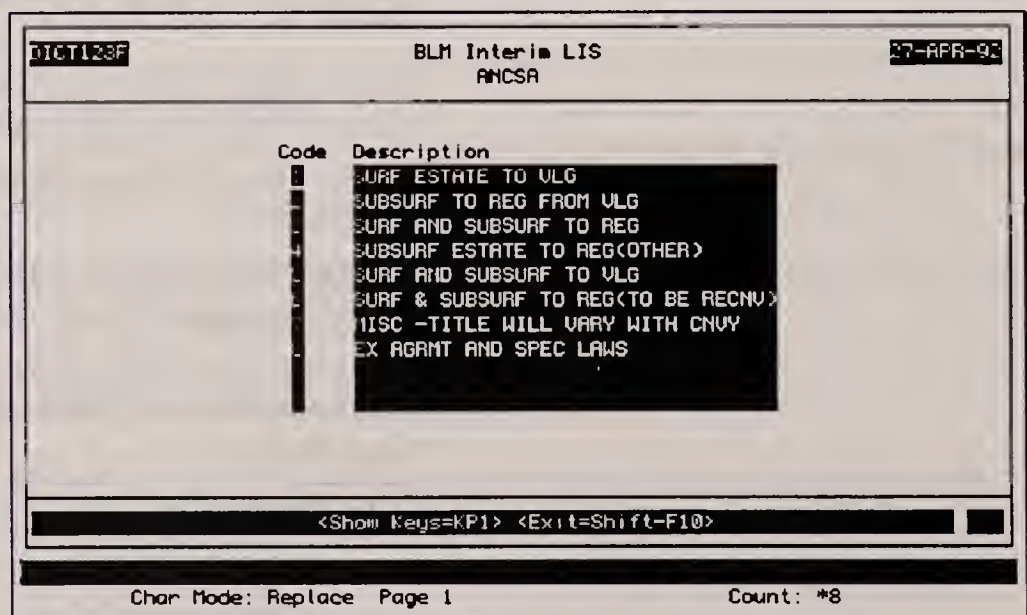
If you enter an ANCSA code when the case type is not a native allotment, the following message appears in the message line:

ANCSA Code not allowed for this case type

If you do not know the appropriate ANCSA code, press LOV to obtain an on-line list of codes and descriptions.

LOV ♥

When you access the ANCSA Code LOV screen, Figure 9, all valid ANCSA codes with descriptions appear on the screen. Your cursor appears in the Code field of the first record.



Code	Description
1	SURF ESTATE TO ULG
2	SUBSURF TO REG FROM ULG
3	SURF AND SUBSURF TO REG
4	SUBSURF ESTATE TO REG(OTHER)
5	SURF AND SUBSURF TO ULG
6	SURF & SUBSURF TO REG(TO BE RECV)
7	MISC -TITLE WILL VARY WITH CNVY
8	EX AGMT AND SPEC LAWS
9	

<Show> Keys=kP1> <Exit>=Shift-F10>

Char Mode: Replace Page 1 Count: *8

Figure 9 ANCSA Code LOV Screen (DICT123F)

Use the **NEXT / PREVIOUS RECORD** keys to scroll through the **ANCSA** codes.

You may also query a particular value using the standard query procedures.

Since all valid **ANCSA** codes appear on a single screen, it is unlikely you will use the query procedures.

Select the desired value with the cursor, using the **NEXT / PREVIOUS RECORD** keys to scroll.

Press **NEXT FIELD** to retrieve the selected value.

Press **EXIT** to exit the **LOV** screen without retrieving any of the displayed values.

DE 2929
or...
LOV ♥

Adm Agcy (Administrative Agency) - This eight-digit numeric code identifies the agency that maintains administrative jurisdiction over federal surface (land), e.g., Forest Service, National Park Service, BLM, etc.... The System automatically completes this field using information from the Legal Land Description (LLD) database. The System-generated adm agcy code is accurate to the section level only. Data Element 2929 and **LOV** contain valid adm agency codes.



Type the administrative agency code, if appropriate. Press **NEXT FIELD** to continue to the Office Code field.

If you enter an invalid administrative code, the following message appears in the message line:

ERROR: Invalid Agency Admin

If you do not know the correct code, press **LOV** for an on-line list of codes.

LOV ♥

When you access the Administrative Agency **LOV** screen, Figure 10, from the **Adm Agcy** field, all valid Administrative Agency values appear in the Code field. Your cursor appears in the first record of the Code field.

Use the **NEXT / PREVIOUS RECORD** and **NEXT / PREVIOUS SET** keys to scroll through the valid administrative agency values.

You may also query for a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Code field. Type your query parameters in one or more fields, using the **NEXT FIELD** key to move from field to field, and using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

BLM Interim LIS		27-APR-92
Administrative Agency <2929>		
Code	Name	
10	DEPT OF AGRICULTURE	
10000000	FOREST SERVICE	
10010000	NORTHERN REGION - USFS	
10010200	BEAVERHEAD NF	
10010201	DILLON RD	
10010202	WISE RIVER RD	
10010203	WISDOM RD	
10010206	SHERIDAN RD	
10010207	MADISON RD	
10010300	BITTERROOT NF	

<Show Keys=F1> <Exit=Esc X>

u Char Mode: Replace Page 1 Count: 10

Figure 10 Administrative Agency LOV Screen (DICT135F)

Press ENTER QUERY.

Press NEXT FIELD to move the cursor to the Name field.

Type %ALASKA% in the Name field.

Press EXECUTE QUERY to retrieve all administrative agency codes that contain ALASKA.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Ofc Code (Office Code) - This four-character alphanumeric field identifies your office or the office of the employee who made the decisions regarding the case land information to enter into the System.



Type the office code in the space provided or leave this field blank. Press NEXT FIELD to continue to the Empl Intl field.

Empl Intl (Employee Initials) - This three-character alphabetic field contains your initials or the initials of the employee who made the decisions regarding the case land information entered for this case.



NOTE:

This field is required in Alaska.



Type the initials in the space provided or leave this field blank.

The Employees Initials field is the last enterable field on this form.



Press the COMMIT key to save the edits made (add, change, or delete) to the current case land record. The System displays the following message in the message line:

Transaction completed --
XX records processed
Press any function key to
acknowledge message

NOTE:

You must commit any changes to the current land record before continuing to another land record.

The System returns the cursor to the Meridian field. You may now scroll to another land record, create a new land record, or delete an existing land record in the current case following the instructions provided at the beginning of this form.

You may also press CLEAR FORM to return the cursor to the Geo State field to enter another case serial number.

WARNING:

If you do not commit your edits before exiting, the System does not save your changes.



Press EXIT to quit the Update Case Land Records Form (CASE125F) and return to the last accessed menu.

NOTE:

You may not access the remaining fields on this form to change data; they appear only as a reference. The System completes these fields automatically.



P (Parcel) - This single-character field contains a code used to identify the case land with a particular parcel within an Alaska Native Allotment Case. This System completes this field automatically from an action to land tie when the parcel code is entered on the linked action record.

Land Status - This field contains the two-character abbreviation identifying the status, or disposition, of the current land record within the case, e.g., **RJ - rejected**. Land Status is set by an action tied to the land record.

Chg Date (Change Date) - This eleven-character date field contains the date on which this record was entered into the system or changed.

Empl ID (Employee Identification) - This eight-character field contains the employee's Oracle login name of the person who entered or changed the last land record.

Lock Empl Intl - This three-character field contains the initials of the employee who locked this case's land records, if the land records are currently locked. Otherwise, this field is blank.

Lock Ofc Code - This four-character field contains the office code of the employee who locked this case's land records, if the land records are currently locked. Otherwise, this field is blank.

1.4 Update Action/Land Menu

The Update Action/Land Menu option within the Case Processing chapter includes six forms used to add, change and delete action code information and create action-to-land relationships within a case.

The Update Action/Land Menu itself identifies the options available, illustrated in Figure 1. The following text briefly describes the function of each option.

Option 1 - Update Action (CASE127F), allows you to add, change and delete action records in an established case. This form includes two pages: Action Record - Brief and Action Record - Comprehensive, similar to those used in the establish case forms.

Option 2 - Add Action - Brief (CASE128F), allows you to add action records to one or more random cases, entering each case serial number and action code for the record.

```

JTIL505F                                BLM Interim LIS                                11-MAR-93
Update Action/Land Menu

-> 1.Update Action
    2.Add Action - Brief
    3.Update Action (Range of Serial Numbers)
    4.Update Action/Land Relationship
    5.Update MMS Finance Transfer Transactions
    6.Add MMS Finance Transfer Transactions
    7.Case Processing Menu

Option Number:  Option Number:  QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1                                Count: *0

```

Figure 1 Update Action/Land Menu

Option 3 - Update Action Range of Serial Numbers (CASE145F), allows you to add, change and delete action records within a range of cases containing sequential case serial numbers. Each case is updated individually as you scroll through the cases in the range. This form includes the two action record pages and a selection criteria page on which to enter the range of serial numbers for update.

Option 4 - Update Action/Land (CASE101F), allows you to add, change and delete the action-to-land relationship of existing actions and lands within an established case. You can access the Update U.S. Rights Form (CASE105F) directly from this form as you make the action to land connection.

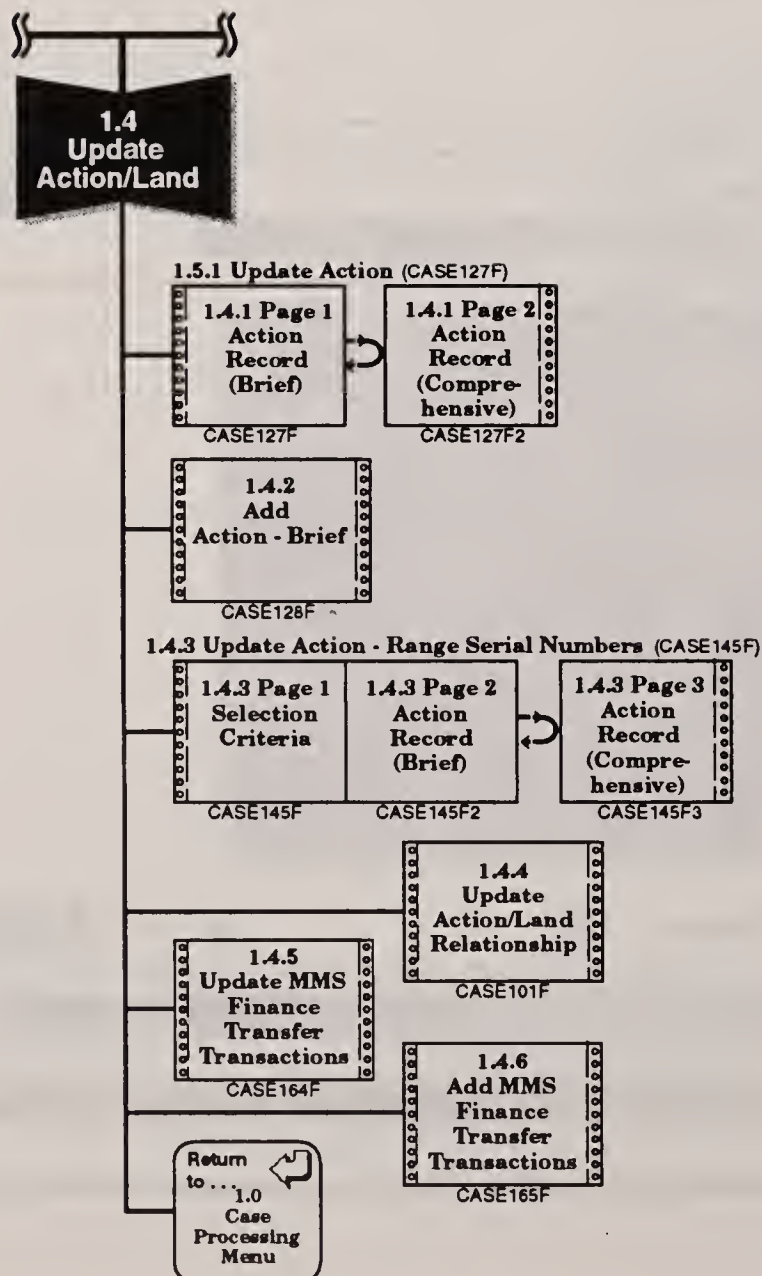
Option 5 - Update MMS Transfer Transactions (CASE164F), allows you to add, change, and delete MMS transaction actions entered in BLM cases, one case at a time.

Option 6 - Add MMS Finance Transfer Transactions (CASE165F), allows you to add MMS transaction actions to multiple cases simultaneously using a format similar to CASE128F.

To access the options available within the Update Action/Land Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., CASE127F for Update Action. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the message line of the menu to move your cursor into the QXFER field.

Make your selection to continue updating action records in the System.



1.4.1 Update Action Records Form - Brief (CASE127F - Page 1)

Use this form to enter action information, including parcel codes, action remarks, second date and second date type, document types and numbers, etc... related to a specific case.

When you select the Update Action Records option from the Update Action/Land Menu, the Update Action Records Form (CASE127F - Page 1) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

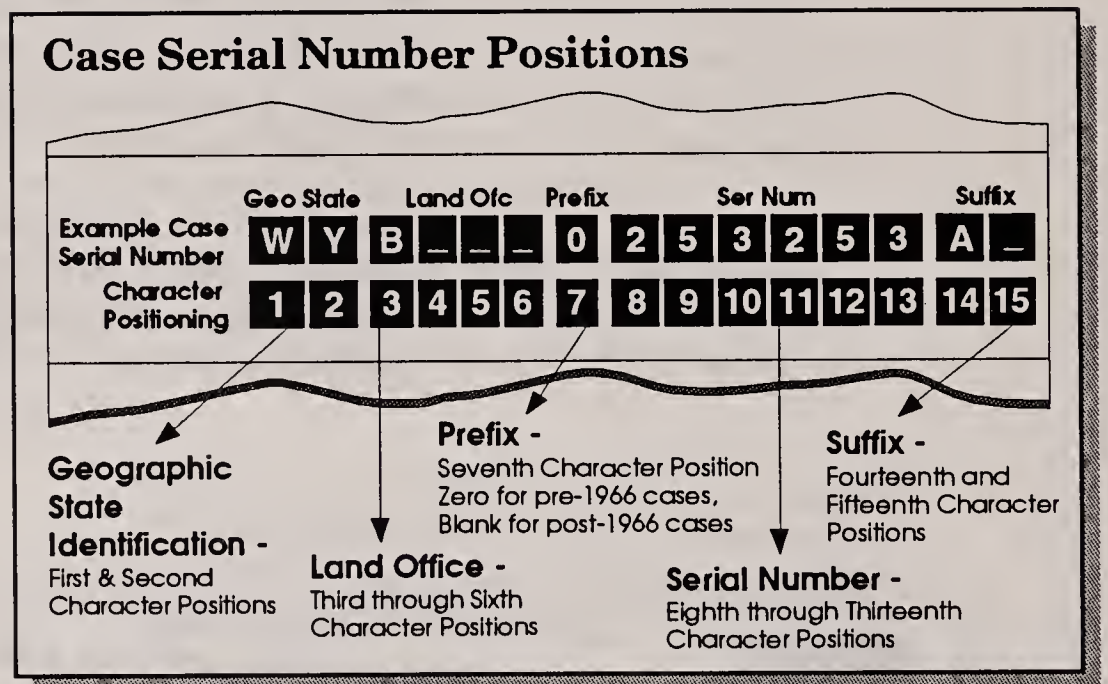
Detailed field descriptions and entry information for the fields on this page precede the entry instructions. The *Interim System Reference Guide* contains additional field descriptions.

CASE127F		BLM Interim LIS Update Action (Brief)				08-JUL-92	
Case Ser Num		Geo State	Land Ofc	Prefix	Ser Num	Suffix	Case Type
Act Num	Act Date	Act Code	Act Rmks	BLM Pend Enty		Other Pend Enty	B/C
Do you really want to delete this record? Y							
<Show Keys=KP1> <Exit=Esc X> LOU							
Char Mode: Replace Page 1				Count: *0			

Figure 1 Update Action Record Form - Brief (CASE127F - Page 1)

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM. The Geo State and Land Office fields are mandatory. If you attempt to bypass these fields, the following message appears in the message line:

Field must be entered



Example:

W	Y	W	_	_	_	6	0	0	4	7	8	_	_	
A	K	F	F	_	_	0	0	3	7	8	4	_	_	
M	T	B	L	M	A	0	0	2	4	7	6	3	_	_

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

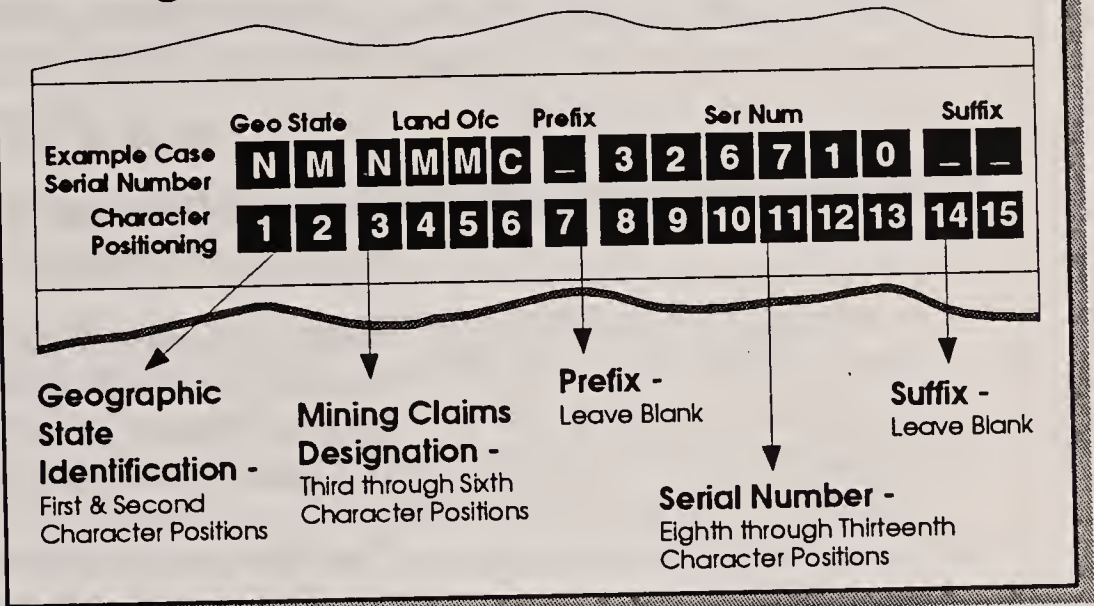
ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geographic state.



Mining Claims Case Serial Number Positions



Example:

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or Blank allowed



Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the Suffix, if appropriate. Press NEXT FIELD to query and access all existing action data for the entered case.

The System will not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

The System then verifies the entire case serial number. If the case serial number is invalid or does not exist, the System returns this message in the message line:

Query caused no records to be retrieved

The cursor returns to the Geo State field when no records are retrieved.

When you press NEXT FIELD following the entry of a complete and valid case serial number, the cursor moves into the Action Date field and all existing action records for the entered case appear.

The System completes the Case Type and Action Number fields automatically. You may not access either of these fields for update.

Enter basic action code information using the Update Action Records Form - Brief (CASE127F - Page 1). Use the Action Record Page - Comprehensive (CASE127F - Page 2) to enter additional information such as second date, second type, county recordation information, document type and number, assessment year, abandonment year, and county recordation information for a particular action entered on the Action Record Page - Brief.



DE 2961

The Action Record Page - Comprehensive (CASE127F - Page 2) also contains parcel code specific to Alaska.

Case Type - The case type field contains a six-digit numeric code identifying the type of the case, e.g., Oil & Gas, Mining Claim, Coal, etc.... Data Element 2961 contains a list of valid case type codes and their descriptions. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

This field is not accessible by the user; the cursor skips this field and moves directly into the Action Date field.

Act Num (Action Number) - The System automatically updates this three-digit numeric field for each action entered on a case. The action number identifies the sequence in which action codes are entered and cannot be changed by the user. This number is used to tie the action to lands, commodity, U.S. Rights, etc... in other forms. The cursor skips this field and moves directly into the Action Date field.



Use the **NEXT/PREVIOUS RECORD** or **NEXT/PREVIOUS SET** keys to scroll through the retrieved action records.

NOTE:

Locked action records cannot be changed or deleted until they are unlocked. The employee initials and office code of the person locking the records appear on the comprehensive page of the action record (920 - Action Record Locked).



To add a new action record, press **CREATE RECORD** with your cursor in the Action Date field.

The System generates a new blank record below the record in which you pressed **CREATE RECORD**. If the record is similar to the previous action record, press **DUPLICATE RECORD** to copy the previous action into the current record.

Complete the fields as described in this section of the documentation.

Press **COMMIT** to save the record to the case file and receive a new action number.

If you attempt to add a money action, the following message appears in the message line:

**ERROR: Action codes for money records
may not be changed or added**

NOTE:

You cannot add a duplicate record of certain action codes, e.g., B52 – Location Notice Filed for mining claims case types. Nor can you add money actions using this form. Please refer to the Accounting Advice documentation for information on adding and updating money activities.



To change an existing action record, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the action records of the current case.

When you locate the record you want to change, use the NEXT/PREVIOUS FIELD keys to move through the fields on the form. Make your changes as needed to the fields displayed.

Press COMMIT to save your changes to the case file.

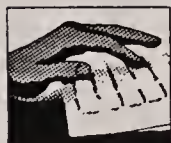
If you attempt to change an existing money action record using this form, the following message appears in the message line:

**ERROR: Action codes of money records
may not be changed**

Use the Accounting Advice Processing forms to change and add money action records on a case.

If you attempt to change an action code in a record connected to lands, the following message appears in the message line:

**ERROR: Action record related to caselands,
delete relationship first**



To delete an action record, use the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through action records for the case.

When you locate the record you want to delete with the cursor, press DELETE RECORD.

The cursor moves into the “Do you really want to delete this record field?”



Press NEXT FIELD to accept the default N, No, and return the cursor to the action record.



Type **Y** and press **NEXT FIELD** to remove the action record from the displayed records; the cursor returns to the action record below the deleted record.



WARNING:

Until you press **COMMIT** to save your changes, the deleted action record(s) is not removed from the case itself, only from the display area.

If you attempt to delete an action record tied to lands, the following message appears in the message line:

**ERROR: Action record related to caselands,
delete relationship first**

NOTE:

When you delete an action record, the System retains the action number without any associated action record. You cannot reuse the action number.

DE 0066
Or...
LOV ♥

Act Date (Action Date) - This mandatory 11-character field contains the date the identified action took place. This field uses the standard date format: day, month, year sequence, **DD-MON-YYYY**. When entering the action date, type the entire date, including zeros and hyphens to separate the elements. The range of allowable dates is **04-JUL-1776** through **01-JAN-4444**. Use Data Element 0066 to obtain appropriate abbreviations for each month.

Example:

Enter January 7, 1979 as 07-JAN-1979.



Type the action date and press **NEXT FIELD** to continue to the Action Code field.

If you enter the action date using an invalid date format, an invalid day, month or year, one of these error messages appears in the message line:

Date format is DD-MON-YYYY
Date must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712
ERROR: Invalid date

DE 1775/
2960
Or...
LOV ♥

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case. Data Element 1775/2960 and LOV contain appropriate action codes for the case type specified.

Keep in mind that each case type allows only certain action codes. The Case Type/Action Code Matrix (LOV) indicates if an action code changes the case status and if so, which status; which codes allow a 2nd date entry; and which type of 2nd date, and which codes require a pending entity. (Pending entity requirements are determined by each state.)

NOTE:

Refer to the Action Code Matrix (LOV) to determine if your action code allows a second date.

If necessary, identical action dates and codes can be added to the System.

Example:

01/04/1990 153 REPORT REQUESTED
(From District Office)
01/04/1990 153 REPORT REQUESTED
(From Forest Service)



Type the action code and press NEXT FIELD to continue to the Action Remarks field.

If you enter an invalid action code for the case type, the cursor returns to the beginning of the Action Code field and the following message appears in the message line:

ERROR: Invalid Action Code for Case Type

Press LOV to obtain an on-line list of valid action codes for the case type if you do not know the appropriate code.

NOTE:

Within the Action Code LOV screen, the Date Type field identifies action codes which allow a second date and second date type.

If the second date type is 70 - Multiple, you may choose from several or all second date types for the specific action code/record, e.g., Action 328 - PLAN OPER/EXPL/DEV FILED allows any one of three second date type codes: 03 - approved, 06 - Denied, 23 - Withdrawn.

Refer to the Second Date Type field LOV screen for valid codes.

LOV ♥

When you access the Action Code LOV Screen, Figure 2, from the Action Code field, all valid action codes for the specified case type appear in the Action Code Matrix with the cursor in the Case Type field.

Case Type	Act	Description	Pend	Status	Form	Screen
000445	001	CASE ESTABLISHED		02		
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol		
		FFE				
Case Type	Act	Description	Pend	Status	Form	Screen
000445	050	FORUS BID REFUNDED		02		
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol		
		UNE				
Case Type	Act	Description	Pend	Status	Form	Screen
000445	065	NON-REFUNDABLE PYMT RECD		02		
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol		
		FFE				

<Show Keys=KP1> <Exit=Esc X> LOV

v Char Mode: Replace Page 1 Count: 3

Figure 2 Action Code LOV Screen (DICT103F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid action codes displayed on the LOV screen.

The Pend field identifies whether or not a pending entity is required.

The Status field identifies action codes which change the case status.

The Form field identifies subsystems within Interim which you may access for this action.

The Screen field indicates whether or not using this action code results in a default to the comprehensive or brief action page in the B/C field on the brief action record page. Each state controls the values in this field.

The Date Type field specifies which second date type, if any, may be used with the action code.

The Money Cat field contains an M if the Action Code allows money entry.

The Money Type, Fund Code, and Fund Symbol fields contain codes associated with money actions for accounting advice purposes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Case Type field. The Case Type code remains, as in most cases you will want to query only action codes that match the case type identified for the case. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

Use the NEXT FIELD key to move the cursor to the Description field.

Type P% in the Description field, with 311111 Case Type remaining in the Case Type field.

Press EXECUTE QUERY.

All codes with a description beginning with P and their corresponding codes appear in the fields.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

NOTE:

If you want to access the comprehensive page quickly, e.g., from the Action Code field of a record, simply press NEXT BLOCK rather than pass through each field on the brief page. PREVIOUS BLOCK from the comprehensive page returns the cursor to the Action Date field of the current record.

DE 1775

Act Rmks (Action Remarks) - This optional 21-character alphanumeric field has a free format. If the action remarks exceed 21 characters, enter additional remarks using the Update General Remarks Form - (CASE103F). Action remarks and general remarks can be tied together by using an alphanumeric character enclosed in slash marks, /A/, /01/, etc....

NOTE:

Action codes frequently require structured action remarks. Check Data Element 1775 to ensure correct entries in this field.

Some information entered in action remarks of older automated recordation systems (i.e., Case Recordation, Mining Claims, ORCA) is now entered directly into fields on the Action Record Page - Comprehensive (CASE127F - Page 2), e.g., money amount, assessment year, county recordation information and document number.

Use the Update Units/Commodity Form (CASE104F) to enter other information, e.g., right-of-way width and length, mineral material contracted and produced, etc....



Type the action remarks following the procedures in Data Element 1775. Press NEXT FIELD to continue to the BLM Pending Entity field.

NOTE:

You may not enter information in both the BLM Pending Entity and Other Pending Entity fields for the same action record. If you accidentally type a code in the BLM Pending Entity field and meant to type the code in the Other Pending Entity field, press PREVIOUS FIELD to return the cursor from the B/C field to the Other Pending Entity field. The System automatically deletes the data in the BLM Pending Entity field when you enter data in the Other Pending Entity field.

DE 0419
Or...
LOV ♥

BLM Pend Enty (BLM Pending Entity) - This 13-character alphanumeric field identifies the BLM office that currently has the action on the case. Data Element 0419 and LOV contain valid BLM pending entity codes.

Leave the BLM Pending Entity field blank and press NEXT FIELD to continue to the Other Pending Entity field.



Type the BLM pending entity if appropriate. Press NEXT FIELD to continue to the B/C field.

If you enter an invalid BLM pending entity code, the following message appears in the message line:

ERROR: Invalid Pending Entity

If you do not know the correct BLM pending entity code, press LOV to access the BLM Organization Unit LOV screen.

LOV ♥

When you access the BLM Organization Unit (Pending Entity) LOV Screen, Figure 3, from the BLM Pending Entity field, all valid codes appear in the Code column of the LOV screen., with your cursor in the Code field.

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the columns and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

BLM Interim LIS		15-APR-92
BLM Organization Unit (0419)		
Code	Name	
AK	ALASKA	
AK00000031	ALASKA FIRE SERVICE	
AK0000003101	ALASKA FIRE SUC MGRS OFC	
AK000000311	FIRE COORDINATION OFFICE	
AK0000003112	SITUATIONS/INTELLIGENCE STAFF	
AK0000003113	DISPATCH STAFF	
AK0000003114	LOGISTICS STAFF	
AK00000032	DIVISION OF FIRE SERVICES	
AK000000321	BR OF BASE SERVICES	
AK0000003213	TRANSP & BARRACKS SECT	

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 18

Figure 3 BLM Organization Unit LOV Screen (DICT105F)

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Type **AK%** in the Code field.

Press **EXECUTE QUERY**.

All codes within Alaska (AK) and their corresponding names appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected value.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

DE 2929
Or...
LOV ♥

Other Pend Enty (Other Pending Entity) - This eight-character alphanumeric field identifies the office, outside BLM, that currently has the action on the case. Data Element 2929 and LOV contain valid pending entity codes.

Leave the Other Pending Entity field blank and press **NEXT FIELD** to continue to the B/C field without entering either pending entity code.



Type the other pending entity, if appropriate. Press **NEXT FIELD** to continue to the B/C field.

If you enter an invalid pending entity code, the following message appears in the message line:

ERROR: Invalid Pending Entity

If you do not know the appropriate other pending entity code, press LOV to access the Other Pending Entity code LOV screen.

LOV ♥

When you access the Administrative Agency (Pending Entity) LOV Screen, Figure 4, from the Other Pending Entity field, all valid codes appear with the cursor in the Code field.

Code	Name
10	DEPT OF AGRICULTURE
10000000	FOREST SERVICE
10010000	NORTHERN REGION - USFS
10010200	BEAVERHEAD NF
10010201	DILLON RD
10010202	WISE RIVER RD
10010203	WISDOM RD
10010206	SHERIDAN RD
10010207	MADISON RD
10010300	BITTERROOT NF

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 4 Administrative Agency LOV Screen (DICT135F)

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid codes.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the Code field. Use the **NEXT FIELD** key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press the **NEXT FIELD** key to move the cursor into the Name field.

Type **FOREST%** in the Name field.

Press **EXECUTE QUERY**.

All codes containing **FOREST** in their name descriptors and their corresponding codes appear in the fields.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

B/C (Brief/Comprehensive) - This single-character field prompts the System to continue to the Action Record Page - Comprehensive (CASE127F - Page 2) or remain on the Update Action Records Form - Brief (CASE127F - Page 1) to enter additional action records. The System defaults this field to **B** for most action codes. You may change this code or accept the default.



Type **B** to continue entering action records for this case.

Type **C** to continue to the comprehensive page and add more information to the current action record.

Continue to the Update Action Record Form - Comprehensive (CASE127F - Page 2) documentation if you entered **C**.

If you entered **B** without entering your initials on the comprehensive page, the program forces you to the comprehensive page to enter your initials before allowing you to create another record. The following message appears in the message line, and the cursor moves into the Empl Intl field:

**Please enter operator initials
when updating**

When you complete your edits to the action data for the case displayed, press the COMMIT key. The System displays the following message in the message line:

**Transaction completed --
XX records processed**

The System returns the cursor to the Geo State field of the case serial number. You may now enter a new case serial number to update action records, press EX-ECUTE QUERY or NEXT BLOCK to requery the current case's action records, or press EXIT to exit the form.

WARNING:

The program does not ask if you want to save your changes before exiting. Press COMMIT to save any changes made before you press EXIT.



Press EXIT to quit the Update Action Records Form (CASE127F) and return to the last accessed menu

1.4.1 Update Action Records Form - Comprehensive (CASE127F - Page 2)

Use this page to enter information regarding a particular action record located on the Update Action Records Form - Brief page. Information entered on the Action Record Page - Comprehensive includes employee initials, office code, 2nd date, 2nd date type, parcel code, document type and number, etc....

When you access the Update Action Records Form - Comprehensive (CASE127F - Page 2), as shown in Figure 5, the cursor appears in the Employee Initials field or possibly one of the other fields depending upon the case type and action code. The System carries forward the case serial number, the action number, action date and action code from the brief page. In addition, the Accounting Advice Number and Money Amount fields are completed from the accounting advice for money action records.

CASE127F		BLM Interim LIS				08-JUL-92	
Update Action (Comprehensive)							
Case Ser Num:		Geo State	Land Ofc	Prefix	Ser Num	Suffix	
		AK	AA		031279		
Empl Intl	Act Num	Act Date	Act Code				
TDE	001	05-DEC-1979	001 APPLICATION FILED				
Ofc Code	2nd Date		Money Amt		2nd Date Type		
AA	T		T		T		
Rept Num		Doc Type		-- Alaska --			
Book Num		Doc Num		Par Code			
Page Num		Assmt Yr		3			
Vol ID		Aband Yr					
<Show Keys=KP1> <Exit=Esc X> <Add Another Record=KP6> <Commit =KP0>							
Char Mode: Replace Page 2				Count: *0			

Figure 5 Update Action Record Form - Comprehensive (CASE127F - Page 2)



To return to the brief page, press PREVIOUS FIELD or PREVIOUS BLOCK. You may use the PREVIOUS/NEXT RECORD keys to move back to the brief page if a previous or next record exists.

When you are entering a new action record, you must enter your employee initials before continuing to the Office Coded field. If you attempt to bypass the Employee Initials field, the following message appears in the message line:

Field must be entered



To change comprehensive action data for an existing action record, you must select the correct record from the Update Action Records Form - Brief page.

Type C in the B/C field on the brief page to access the comprehensive page.

Use the NEXT/PREVIOUS FIELD keys to move the cursor through the fields on the comprehensive page. Make your edits as needed.



To delete a comprehensive action record, follow the instructions for deleting action records located in the Update Action Records Form - Brief (CASE127F - Page 1) documentation, page 1.4.1 - 6.



WARNING:

When you delete an action record from either the brief or the comprehensive page of the Update Action Record Form (CASE127F), data contained on both pages are deleted.



To add comprehensive action data to an existing action record, you must select the correct action record from the Update Action Records Form - Brief page.

Type C in the B/C field on the brief page to access the comprehensive page.

NOTE:

Depending upon the case type of the current case and the case type/action combination of the current record, the System may not allow you to access and/or enter data in certain fields, e.g., only mining claim case types access the Assessment Year and Abandonment Year fields.

Complete the appropriate fields as described in the following documentation.

Empl Intl (Employee Initials) - This three-character alphabetic field contains your initials or the initials of the employee who made the decisions regarding the codes entered for this case.

When you access the Employee Initials field, the following message appears in the message line:

**Please enter operator initials
when updating**



If you attempt to bypass this field, the following message appears in the message line:

Field must be entered



Type the employee initials. Press NEXT FIELD to continue to the Office Code field.

Ofc Code (Office Code) - This optional four-character alphanumeric field identifies your office or the office of the employee who made the decisions regarding the codes entered for this case.



Type the appropriate office code. Press NEXT FIELD to continue to the next field.

2nd Date (Second Date) - This optional field contains the completion date of the current action, e.g., date received. Second date codes do not change the case status. This 11-digit field contains the date in the standard date format, DD-MON-YYYY. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444. The System allows entry of a second date only with certain action codes; check the Date Type field description on the Case Type Action Code Matrix LOV Screen (accessible from the Action Code field).

Example:

Enter February 1, 1985 as 01-FEB-1985.



Type the second date. Press NEXT FIELD to continue to the Second Date Type field.

If you enter an invalid date, or portion of the date, one of the following messages appears in the message line:

ERROR: Invalid date
Day must be between 1 and last of month
Not a valid month name
Must be in range 04-JUL-1776 to 31-DEC-4444
Date format is DD-MON-YYYY

If you do not enter a second date, the cursor skips the 2nd Date Type field.

DE 2967
or...
LOV ♥

2nd Date Type - This two-character numeric field identifies the type of second date action (e.g., received, approved, etc...). If you enter a second date, you must enter a second date type. Data Element 2967 and LOV contain valid second date type designations.

If an action code allows a second date, you may enter a second date type without entering a second date.

NOTE:

Several action codes allow usage of any one of a set of 2nd date types. The Date Type LOV Screen identifies these with the 2nd date type 70 in the Date Type field.

If you enter a second date, the second date type is required. If you attempt to bypass the 2nd Date Type field after entering a second date, the following message appears in the message line:

ERROR: Mandatory field has not been entered



Type the second date type, if appropriate. Press NEXT FIELD to continue to the next field.

If you enter an invalid code this message appears in the message line:

ERROR: Invalid Action Date Type

If you do not know the 2nd date type, press LOV to access an on-line list of valid codes.

LOV ♥

When you access the 2nd Date Type LOV Screen, Figure 6 from the 2nd Date Type field, all valid 2nd Date Type codes appear with the cursor in the first position of the Code field.

Code	Description
70	MULTIPLE DATES

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *1

Figure 6 Date Type LOV Screen (DICT144F)

If your action code allows one of a choice of second date types, the Date Type LOV screen contains the 70 - Multiple code in the Code field. Press NEXT FIELD to view, query and access the allowable 2nd date types for the action code, shown in Figure 7.

Code	Description
01	ACCEPTED
02	ACKNOWLEDGED
03	APPROVED
04	COMPLETED
05	CORRECTED
06	DENIED
07	DISMISSED
08	EFFECTIVE
09	EXPIRES
10	EXTENDED

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 7 Date Type LOV Screen (DICT121F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid Date Type codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Date Type Code field. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

Use the NEXT FIELD key to move the cursor to the Description field.

Type R% in the Description field.

Press EXECUTE QUERY.

All codes with a description beginning with R and their corresponding codes appear in the fields.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

NOTE:

You may not access the Money Amount and Accounting Advice Number fields for entry or update on this form.

Money Amt - This display-only, 13-digit numeric field contains monies related to the action identified by the action code within an established accounting advice receipt.

Acct Adv Num (Accounting Advice Number) - This seven-character, display-only, alphanumeric field identifies the accounting advice number assigned through Accounting Advice Processing for the current action record and associated money amount.

Rcpt Num (Reception Number) - This ten-character alphanumeric field identifies the miscellaneous sequential number assigned to the recorded document by the county courthouse or recording district. It may be used in conjunction with the Volume Identification field.



Type the reception number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Book Number field.

Book Num (Book Number) - This five-character alphanumeric field identifies the county or recording district book number that contains recordation information concerning the document identified by the action code.



Type the book number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Page Number field.

Page Num (Page Number) - This six-character alphanumeric field identifies the page number within the book specified in the Book Number field.



Type the page number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Vol ID field.

Vol ID (Volume Identification) - This six-character alphanumeric field identifies the volume number of the recordation book assigned by the county courthouse or recording district (identified in the Book Number field).



Type the volume identification, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Document Type field.



NOTE:

The Doc Type and Doc Number fields combined make up the old ten-character conveyance prefix and number for Alaska.

DE 2577
or...
LOV ♥

Doc Type (Document Type) - This optional two-character alphabetic field identifies the type of document being issued (e.g., patent, quit claim deed, etc...). Data Element 2577 and LOV contain appropriate designations.



Type the document type designation, if appropriate. Press NEXT FIELD when finished to continue to the Document Number field.

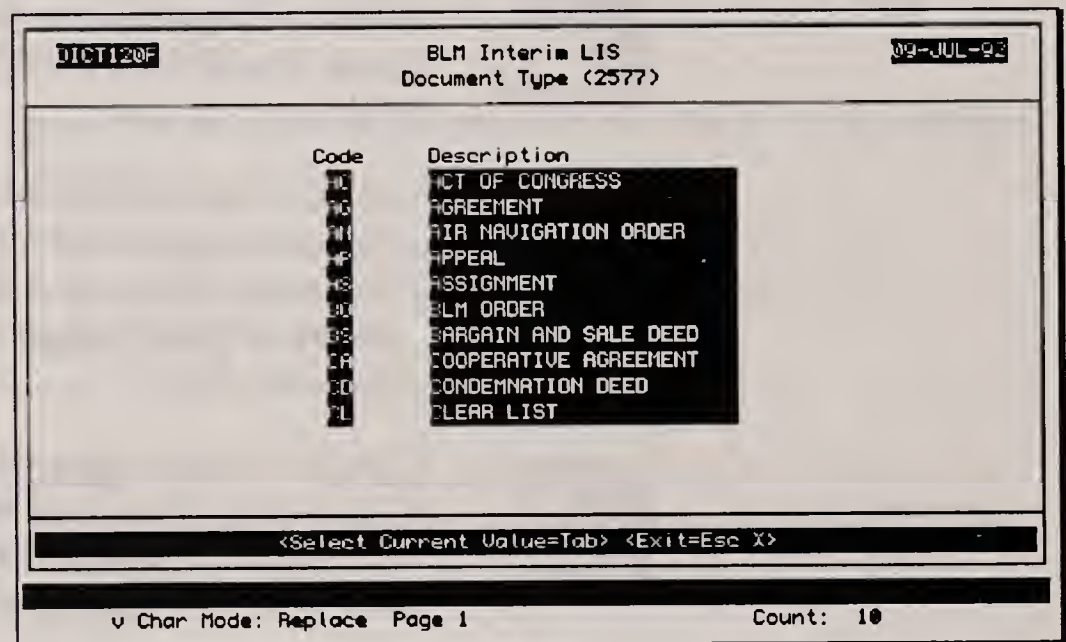
If you enter an invalid document type, this message appears in the message line:

ERROR: Invalid Document Type

If you do not know the appropriate document type, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Document Type LOV Screen, Figure 8 from the Document Type field, all valid codes appear with the cursor in the first position of the Code field.



Code	Description
HL	ACT OF CONGRESS
AG	AGREEMENT
AN	AIR NAVIGATION ORDER
AP	APPEAL
AS	ASSIGNMENT
ED	ELM ORDER
ES	BARGAIN AND SALE DEED
CA	COOPERATIVE AGREEMENT
CO	CONDEMNATION DEED
CL	CLEAR LIST

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 8 Document Type LOV Screen (DICT120F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid document type codes .

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the **Description** field.

Type **R%** in the **Description** field.

Press **EXECUTE QUERY**.

All codes with a description beginning with **R** appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the **LOV** screen without retrieving any of the displayed values.

Doc Num (Document Number) - This eight-character alphanumeric field identifies the document number (e.g., patent number, deed number, etc...) of the document identified in the **Document Type** field. A document type must exist for the current action record before the System allows entry of a document number.



Type the document number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press **NEXT FIELD** to continue.

NOTE:

If your case type is not a mining claim or native allotment type, the cursor skips directly to the next record or the brief page, creating a new record for entry.

NOTE:



The **Assessment Year** and **Abandonment Year** fields are accessible only to specific actions within mining claims case types.

Assmt Yr (Assessment Year) - This optional two-digit field specifies the year in which assessment work was completed under the current action for that claim identified by the case.



Type the assessment year, e.g., 91, 79, etc..., if appropriate. Press NEXT FIELD to continue to create a new record on the brief page.

Abnd Yr (Abandonment Year) - This two-digit numeric field contains the year (e.g., 94) a mining claim is abandoned for the 890 – Abandon and Void Decision actions for mining claim cases.



Type the abandonment year if appropriate. Press NEXT FIELD to continue to create a new record on the brief page.



NOTE:

The Parcel Code field is for the entry of information specific to Native Allotment cases in Alaska. In all other states and case types, the system skips this field.

DE 1773
Or...
LOV ♥

Parcel Code - This one-character alphanumeric field identifies the native allotment parcel code. Allowable codes include A–Z and 0–9.



Type the parcel code, if appropriate. Press NEXT FIELD to continue to create a new record on the brief page.

If you enter an invalid parcel code, this message appears in the message line:

ERROR: Invalid parcel code

If you do not know the appropriate parcel code, press LOV to obtain an on-line list of valid codes.

Press CREATE RECORD or NEXT FIELD in the last accessible field to create a new record and place the cursor in the Action Date field. You can add as many records to this case as you wish in this fashion.

To return to the brief page without creating a new record, press PREVIOUS/NEXT RECORD (if they are previous or next records already in existence) or press PREVIOUS BLOCK or PREVIOUS FIELD.

When you complete your edits to the action data for the current case, press the COMMIT key. The System displays the following message in the message line:

**Transaction completed --
XX records processed**

The cursor returns to the Geo State field of the case serial number. You may now enter a new case serial number to update action records or press EXIT to exit the form.

WARNING:

If you do not save your edits (press COMMIT) before exiting, all edits made since the last commit are lost.



Press EXIT to quit the Update Action Records Form (CASE127F) and return to the last accessed menu.

This page intentionally left blank.

1.4.2 Add Actions - Brief (CASE128F)

Use this form to add brief action information to one or more cases simultaneously. Brief action information includes: action code, action date, parcel, BLM pending entity, other pending entity, document type and number, action remarks, assessment year and abandonment year.

When you select the Add Actions - Brief option from the Update Action/Land Menu, the Add Actions - Brief form (CASE128F) appears as shown in Figure 1 with your cursor in the Geographic State field.

Detailed descriptions and entry information of the fields on this page precede the entry instructions. *The Interim System Reference Guide* contains additional field descriptions for the fields on this form.

CASE128F		BLM Interim LIS Add Actions (Brief)		26-JUN-92	
Geo State		Employee Initials		Office Code	
P Land Ofc	f x	S Ser Num	f x	Act Code	Date DD-MON-YYYY
Remarks		P BLM a Pend r Enty		Other Pend Enty	
		Assmt Yr		Doc Doc Tp Number	
		Abnd Yr			
<Show Keys=KP1> <Commit=KP0> <Exit=Esc X>					
Char Mode: Replace Page 1			Count: *0		

Figure 1 Add Actions - Brief (CASE128F)

NOTE:

Unlike other forms in the System, this form separates the case serial number by placing the Geographic State field first followed by the employee initials and office code. Because of the different organization, the case serial number is discussed in two parts, Geographic State and the remaining fields of the case serial number.

DE 0099
or...
LOV ♥

Geographic State - This two-character field contains the geographic state abbreviation for the case(s) identified on this form. Each case serial number entered on this form must have the same geographic state abbreviation for the session, i.e., all of the cases entered during a single use of this form must have the same geographic state abbreviation. Data Element 0099 and LOV contain valid geographic state abbreviations.



Type the geographic state abbreviation. Press NEXT FIELD to continue to the Employee Initials field.

If you attempt to bypass this field, the following message appears in the message line:

Field must be entered.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geographic State



Press LOV to obtain an on-line list of valid geographic state abbreviations.

NOTE:

Alaska cases require employee initials on each action record. If you attempt to bypass the Employee Initials field, the following message appears in the message line:

Field must be entered.

Employee Initials - This three-character alphabetic field contains your initials or the initials of the employee who made the decisions regarding the codes entered for the case(s) specified on this form.



Type the employee initials. Press NEXT FIELD to continue to the Office Code field.

Office Code - This optional four-character alphanumeric field identifies your office or the office of the employee who authorized the entry of the codes entered for the case(s) specified on this form.



Type the appropriate office code. Press NEXT FIELD to continue to the Land Office field of the first case serial number record.

Case Serial Number - This group of fields includes the geographic state, land office, prefix, serial number and suffix. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.

The geographic state for the case(s) entered on this form has already been entered in the first field; the remaining case serial number fields, Land Office, Prefix, Serial Number and Suffix, are entered for each action record added.



Type the land office code for the first case. Press NEXT FIELD to continue to the Prefix field.

If you attempt to bypass the Land Office field without entering a value, the following message appears in the message line:

Field must be entered.

If you enter an invalid land office code, the following message appears in the message line:

ERROR: Invalid Land Office



Press LOV to obtain an on-line list of valid land office codes for the entered geographic state.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or Blank allowed



Type the serial number of the case you to which you want to add an action record. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate. Press NEXT FIELD to continue to the Action Code field.

The System will not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

If you enter an invalid case serial number, the following message appears in the message line:

**ERROR: Case Serial Number not found...
please re-enter**

The cursor remains in the Suffix field. Either reenter the case serial number, using the PREVIOUS FIELD key to back through the fields, or press CURSOR HOME to return to the Land Office field.

Enter the appropriate information for the current case's action record according to the following instructions.

**DE 1775/
2960
Or...
LOV ♥**

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case. Data Element 1775/2960 and LOV contain valid action codes for the current case's case type.



Type the action code and press NEXT FIELD to continue to the Action Date field.

If you attempt to bypass this field without entering a value, the following message appears in the message line:

Field must be entered.

If you enter an invalid action code for the current case type, the following message appears in the message line:

ERROR: Invalid Action Code for Case Type

Press LOV to obtain an on-line list of valid action codes for the case's case type.

LOV ♥

When you access the Action Code LOV Screen, Figure 2, from the Action Code field, all valid action codes for the specified case type appear in the Action Code Matrix. Your cursor appears in the Case Type field.

Case Type	Act	Description	Pend	Status	Form	Screen
000445	001	CASE ESTABLISHED	1	02	1	1
000445	002	BONUS BID REFUNDED	1	02	1	1
000445	003	NON-REFUNDABLE PVMT RECD	1	02	1	1

<Show> Keys=KPI <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 3

Figure 2 Case Type/Action Code Matrix LOV Screen (DICT103F)

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid action codes displayed.

The **Status** field identifies action codes that change the case status.

The **Form** field identifies subsystems within the System which you may access for this action.

The **Screen** field indicates whether or not using this action code results in a default to the comprehensive or brief action page in the B/C field on the brief action page of CASE127F. Each state controls the values in this field.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the Case Type field. The Case Type code remains, as in most cases you will want to query only action codes that match the case type identified for the case. Use the **NEXT FIELD** key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the Description field.

Type P% in the Description field, with 311111 case type remaining in the Case Type field.

Press EXECUTE QUERY.

All codes with a description beginning with P and their corresponding codes appears in the fields.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

DE 0066

Action Date - This mandatory 11-character field contains the date the identified action took place. This field uses the standard date format, day, month, year sequence, DD-MON-YYYY. When entering the action date, type the entire date, including zeros and hyphens to separate the elements. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444. Use Date Element 0066 to obtain appropriate abbreviations for each month.

Example:

Enter January 7, 1979 as 07-JAN-1979



Type the action date and press NEXT FIELD to continue to the Parcel Code field.

If you enter an invalid date (day, month, year) or use an invalid format, one of the following messages appears in the message line:

ERROR: Invalid Date
Date format is DD-MON-YYYY
Date must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712

Par (Parcel Code) - This single-character alphanumeric field identifies the native allotment parcel for a Native Allotment case type. Allowable codes include A-Z and 0-9.



Type the parcel code if applicable. Press NEXT FIELD to continue to the BLM Pending Entity field.

If you attempt to enter a parcel code for a non-native allotment case type, the following message appears in the message line:

ERROR: Invalid Parcel Code entry
for Case Type

If you enter an invalid parcel code, the following message appears in the message line:

ERROR: Invalid Parcel Code

NOTE:

You may not enter codes in both the BLM Pending Entity and Other Pending Entity fields for the same action record. If you enter a code in one of these fields and meant to enter the code in the other field, press PREVIOUS FIELD to return the cursor to the appropriate field. The System automatically clears the data in the other field when you enter data in one of these fields, e.g., if you enter a code in the Other Pending Entity field when there is already a code in the Pending Entity field, the System automatically clears the Pending Entity field.

DE 0419

Or...

LOV ♥

BLM Pend Enty (BLM Pending Entity) - This optional 13-character alphanumeric field identifies the BLM office that currently has the action on the case, e.g., report requested from Survey Coordination Staff, where the Survey Coordination Staff is the pending entity. Data Element 0419 and LOV contain valid BLM pending entity codes.

Leave the BLM Pending Entity field blank and press NEXT FIELD to continue to the Other Pending Entity field.



Type the BLM pending entity if applicable. Press NEXT FIELD to continue to the Document Type field.

If you enter an invalid BLM pending entity code, the following message appears in the message line:

ERROR: Invalid Pending Entity

If you do not know the correct BLM pending entity code, press LOV to access the on-line list of valid codes.

LOV ♥

When you access the BLM Organization Unit (Pending Entity) LOV Screen, Figure 3, from the BLM Pending Entity field, all valid codes appear in the Code field, with the cursor in the first record.

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid codes displayed.

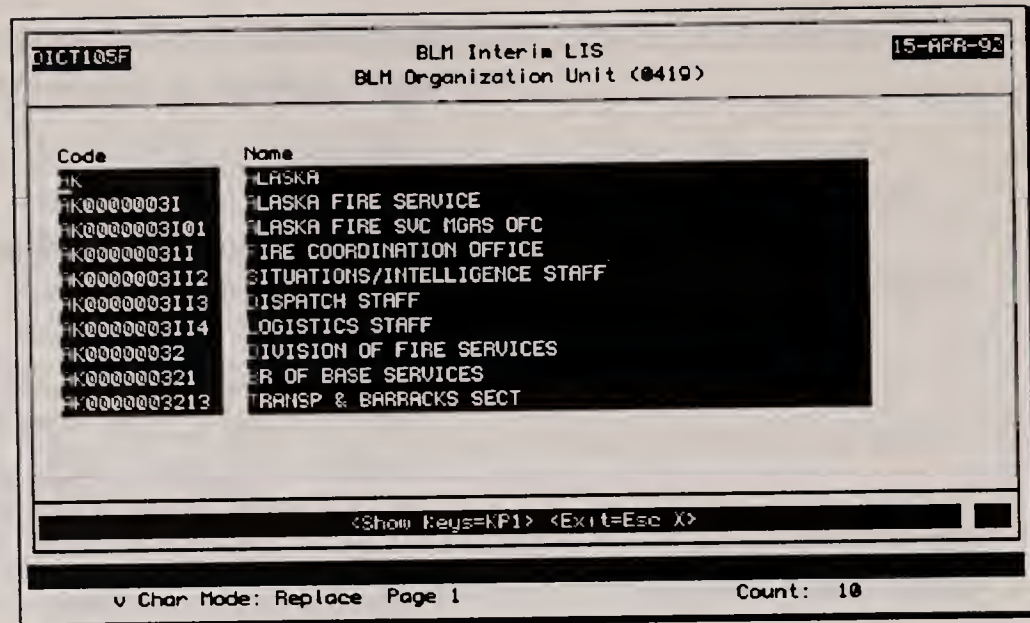


Figure 3 BLM Organization Unit LOV Screen (DICT105F)

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

Use the NEXT FIELD key to move the cursor to the Description field.

Type SURVEY COOR%

Press EXECUTE QUERY.

The SURVEY COORDINATION STAFF code appears.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

DE 2929
or...
LOV ♥

Other Pend Enty (Other Pending Entity) - This optional eight-character alphanumeric field identifies the office, outside BLM, that currently has the action on the case. Data Element 2929 and LOV contain valid pending entity codes.

If you entered a BLM pending entity, the cursor skips this field. Press PREVIOUS FIELD to return to this field from the Document Type field.



Type the other pending entity, if applicable. Press NEXT FIELD to continue to the Document Type field.

If you enter an invalid pending entity code, the following message appears in the message line:

ERROR: Invalid Pending Entity

If you do not know the appropriate other pending entity code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Administrative Agency (Other Pending Entity) LOV Screen, Figure 4, from the Other Pending Entity field, all valid codes appear in the Code field, with the cursor in the first record.

Code	Name
10	DEPT OF AGRICULTURE
10000000	FOREST SERVICE
10010000	NORTHERN REGION - USFS
10010200	BEAVERHEAD NF
10010201	DILLON RD
10010202	WISE RIVER RD
10010203	WISDOM RD
10010206	SHERIDAN RD
10010207	MADISON RD
10010300	BITTERROOT NF

<Show Keys=F1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 4 Administrative Agency LOV Screen (DICT135F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid codes displayed.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

Use the NEXT FIELD key to move the cursor to the Name field.

Type TONGASS%

Press EXECUTE QUERY.

All codes relating to the Tongass National Forest appear.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.



NOTE:

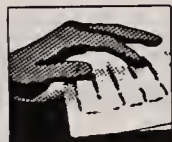
The Document Type and Document Number fields combined make up the old ten-character conveyance prefix and number for Alaska.

DE 2577

OR...

LOV ♥

Doc Type (Document Type) - This optional two-character alphabetic field identifies the type of document issued (e.g., patent, quit claim deed, etc...) related to the entered case action. Data Element 2577 and LOV contain appropriate document type designations.



Type the document type. Press NEXT FIELD to continue to the Document Number field.

If you do not enter a document type, the cursor skips the Document Number field when you press NEXT FIELD and continues to the Action Remarks field.

If you enter an invalid document type, the following message appears in the message line:

Invalid document type.

If you do not know the appropriate document type code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Document Type LOV Screen, Figure 5, from the Document Type field, all valid codes appear in the Code field, with the cursor in the first record.

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid codes displayed.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Code	Description
12	ACT OF CONGRESS
13	AGREEMENT
14	AIR NAVIGATION ORDER
15	APPEAL
16	ASSIGNMENT
17	BLM ORDER
18	BARGAIN AND SALE DEED
19	COOPERATIVE AGREEMENT
20	CONDEMNATION DEED
21	CLEAR LIST

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 5 Document Type LOV Screen (DICT120F)

Press **ENTER QUERY** to clear the fields and place your cursor in the Code field. Use the **NEXT FIELD** key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the Description field.

Type **R%** in the Description field.

Press **EXECUTE QUERY**.

All codes with a description beginning with **R** appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected value.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Doc Number (Document Number) - This eight-character alphanumeric field contains the document number (e.g., patent number, deed number, etc...) related to the specified document type. A document type must exist for the current action record before the System allows entry of a document number.



Type the document number, if applicable, beginning on the left side of the field leaving unused positions blank. Press NEXT FIELD to continue to the Action Remarks field.

NOTE:

Action codes frequently require structured action remarks. Check Data Element 1775 to ensure correct entries in this field.

Some information entered in action remarks of older automated recordations is now entered directly into specific action fields, e.g., assessment year, county recordation information, document number.

Use the Update Units/Commodity Form (CASE104F) to enter other information, e.g., right-of-way width and length, mineral material contracted and produced, etc....

DE 1775

Remarks (Action Remarks) - This optional 21-character alphanumeric field has a free format. If the action remarks exceed 21 characters, enter additional remarks using the Update General Remarks Form (CASE103F). Action remarks and general remarks can be tied together using an alphanumeric characters enclosed in slash marks, e.g., /A/, /01/, etc...



Type the action remarks following the procedures in Data Element 1775. Press NEXT FIELD to continue to the Assessment Year field in mining claim case types or to the Land Office field of the next action record.

**NOTE:**

The Assessment Year and Abandonment Year fields are accessible only to specific actions within mining claims case types.



Assmt Yr (Assessment Year) - This optional two-digit field specifies the year in which assessment work was completed under the current action for the claim identified by the case.



Type the assessment year, e.g., 91, 79, etc..., if appropriate. Press NEXT FIELD to continue to the Abandonment Year field.

If you enter an invalid year, the following message appears in the message line:

ERROR: Invalid Year



Abnd Yr (Abandonment Year) - This optional two-digit numeric field contains the year (e.g., 94) a mining claim is abandoned within an 890 - **Abandon and Void Decision Action** in mining claim case types.



Type the abandonment year, if applicable. Press NEXT FIELD to continue to the Land Office field of the next record.

If you enter an invalid year, the following message appears in the message line:

ERROR: Invalid Year

Continue entering action records for one or more cases following the above instructions to complete each field.

Use the following function keys to move the cursor through the displayed records, to create new blank records, clear entered records (remove them from the display area), change a record prior to committing.



Press the NEXT/PREVIOUS RECORD keys to scroll through the records you enter prior to committing the data.

Press DUPLICATE RECORD to copy all of the data entered in fields of the previous record into the current record.

Press DUPLICATE FIELD to copy the data from the same field of the previous record into the current field of the current record.

Press CLEAR RECORD to remove a record from the display area. This will not delete the record from the case if you already committed the entered data. If you have not yet committed the record, removing it from the display area means that it will not be saved to the case when you commit.

NOTE:

You may change any data in a displayed record prior to committing. Once you commit the displayed data, you must use one of the update action forms to change the committed record(s).



Press **COMMIT** to save the entered action records. The System displays the following message in the message line:

**Transaction complete --
XX records processed**

The cursor returns to the Land Office field of the first record.



Press **CLEAR FORM** to clear the data and return to the Geographic State field.



WARNING:

If you press **EXIT** prior to committing the entered records, the records are not saved to the case files, nor are you given the option to save or continue to exit. Press **COMMIT** before exiting to save your records.



Press **EXIT** to exit the form and return to the last accessed menu.

1.4.3 Update Action – Range of Serial Numbers – Selection Criteria (CASE145F - Page 1)

Use this form to update action information, including parcel codes, action remarks, second date and second date type, document type and number, etc..., for a consecutive range of serial numbers.

NOTE:

This form allows you to update (add, change, and delete) each case in the range individually. To add actions to a range of cases simultaneously, use the Add Action Records to a Range of Serial Numbers Form (CASE153F).

CASE145F		BLM Interim LIS			09-JUL-92	
Update Action - Range of Serial Numbers - Selection Criteria						
Enter in the desired Case Serial Number range						
[Lower Limit	Geo State	Land Ofc	Prefix	Ser Num	Suffix
		■	■	■	■	■
--And--						
[Upper Limit	Geo State	Land Ofc	Prefix	Ser Num	Suffix
		■	■	■	■	■
<Show Keys=KP1> <Exit=Esc X>						LOV
Char Mode: Replace Page 1				Count: *0		

Figure 1 Update Action - Range of Serial Numbers Form - (CASE145F - Page 1)

When you select the Update Action - Range of Serial Numbers option from the Update Action/Land Menu, the Update Action - Range of Serial Numbers Form (CASE145F - Page 1) selection criteria page appears as shown in Figure 1, with your cursor in the Geo State field of the lower limit case serial number.

Detailed field descriptions and entry information for the fields on this page precede the entry instructions. The *Interim System Reference Guide* contains additional field descriptions for this form.

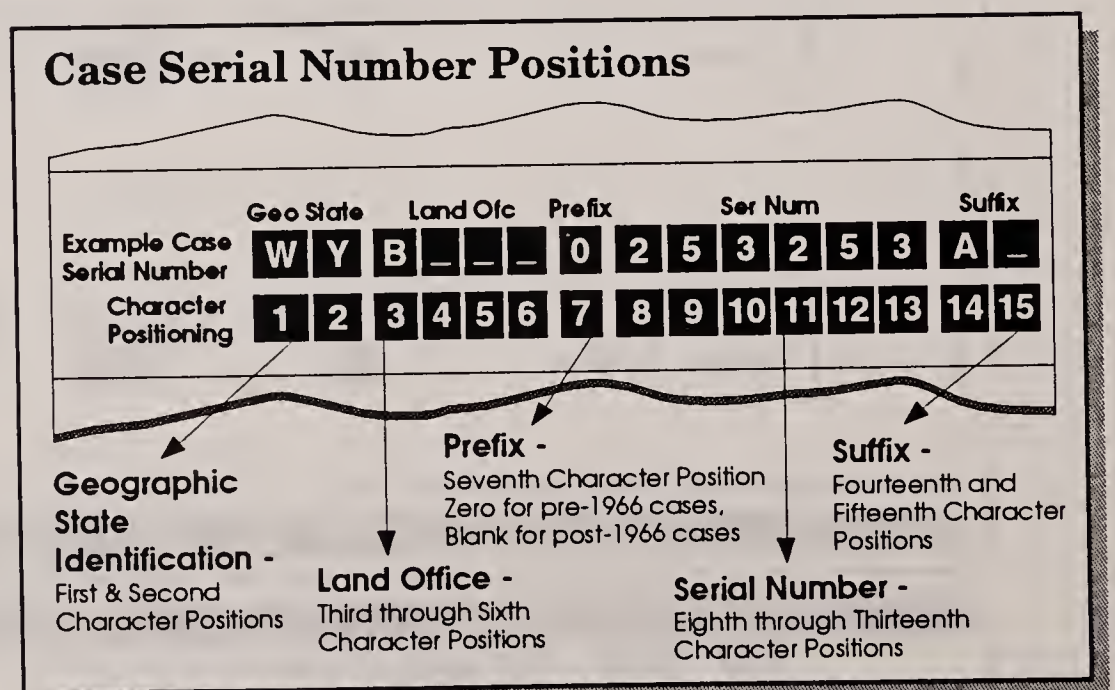
NOTE:

You must enter both the lower and upper limit case serial numbers to use this form. The geo state and land office must be the same for both serial numbers.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.

If you attempt to bypass the Geo State and Land Office fields, the following message appears in the message line:

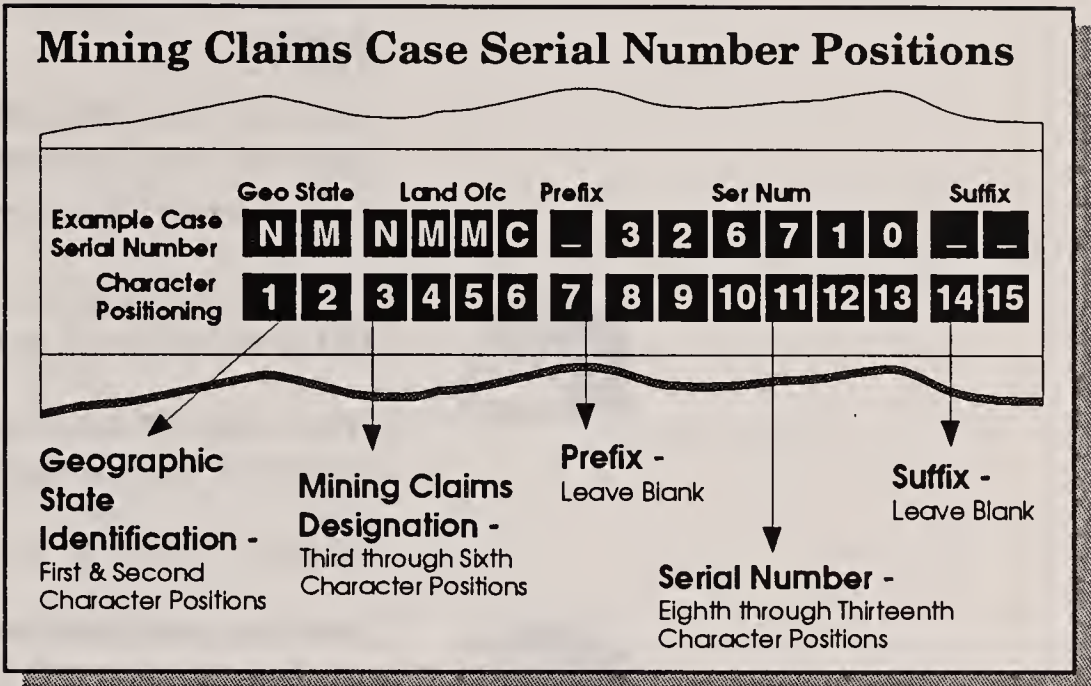
Field must be entered



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
A K F F _ _ _ 0 0 3 7 8 4 _ _
M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geographic state.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only a 0 or blank allowed



Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate. Press NEXT FIELD to continue to the upper limit case serial number.

NOTE:

The System completes the Geo State and Land Office fields in the upper limit with the same values you enter in the lower limit case serial number.

Type the prefix, serial number, and suffix of the upper limit.



Press NEXT FIELD on the Suffix field of the upper limit case serial number. The System queries action records for the cases within the range you entered.

The System verifies the case serial number range. If the case serial number range is invalid or does not exist, the following message appears in the message line and the cursor returns to the Geo State field of the lower limit:

ERROR: Invalid Serial Number

When you enter a valid range, the first case serial number and associated action records appear on the second page of the Update Action - Range of Serial Numbers Form (CASE145F - Page 2), with the entire range displayed in the first block.



Press CLEAR FORM/ROLLBACK to return to this selection criteria page to enter another range of cases.

This page intentionally left blank.

1.4.3 Update Action - Range of Serial Numbers Form - Brief (CASE145F - Page 2)

Use this form to enter action information, including action date, action code, action remarks, BLM Pending Entity or Other Pending Entity for the current serial number in the specified range of serial numbers entered on the selection criteria page.

When you access page two, the Update Action - Range of Serial Numbers Form - Brief (CASE145F - Page 2) appears as shown in Figure 2, with your cursor in the Action Date field of the first action record for the current case. The current serial number appears at the top of the page.

Detailed field descriptions and entry information for the fields on this page precede the entry instructions. The *Interim System Reference Guide* contains additional field descriptions for this form.

CASE145F		BLM Interim LIS				09-JUL-92	
Update Action - Range of Serial Numbers (Brief)							
Current Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix	Case Type	
	AK	FF		084833		311111	
Serial Num Range		AKFF	084833	To	AKFF	084835	
Act No	Act Date	Act Code	Act Rmks	BLM Pend Enty	Other Pend Enty	B/C	
001	03-JUL-1992	003				0	
002	01-MAY-1993	062				0	
005	09-JAN-1993	095				0	
006	05-JUL-1992	001				0	
007	09-JUL-1992	113				0	
008	10-JUL-1992	112				0	
009	11-JUL-1992	112				0	
Do you really want to delete this record? Y							
<Show Keys=KP1> <Exit=Esc X> <Add Another Record=KP6>							
v Char Mode: Replace Page 2				Count: 7			

Figure 2 Update Action - Range of Serial Numbers Form - Brief (CASE145F - Page 2)

The System completes the Case Serial Number, Range of Case Serial Numbers, Case Type and Action Number fields automatically. You may not access these fields for update.

Enter basic action code information using the Update Action Records - Brief (CASE145F - Page 2). Use the Action Records - Comprehensive (CASE145F - Page 3) to enter additional information such as second date, second date type, county recordation information, document type and document number for a particular action entered on the Action Record Page - Brief.

Press PREVIOUS BLOCK to place the cursor in the Case Serial Number block. Then use the NEXT/PREVIOUS RECORD key to scroll through the retrieved cases in the range, or simply remain in the action records of the first case.

NOTE:

The System automatically skips deleted cases in the range. If you access a voided case, the following message appears in the message line:

**This Serial Number is not in
the Action Table**

Press NEXT RECORD to continue to the next case in the range.

When you pass the last case in the range, the cursor returns to the Geo State field on the Selection Criteria pages and the following message appears in the message line:

This is the last record

Notice that the data in the action record block of the page changes as you scroll through the retrieved cases.

The first three fields described, case serial number, case type, and action number, are not accessible for update.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.

DE 2961

Case Type - The case type field contains a six-digit numeric code identifying the type of the case, e.g., Oil & Gas, Mining Claim, Coal, etc.... Data Element 2961 contains a list of valid case type codes and their descriptions. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

Act Num (Action Number) - The System automatically updates this three-digit numeric field for each action entered on a case. The action number identifies the sequence in which action codes are entered and cannot be changed by the user. This number ties the action to lands, commodity, U.S. Rights, etc... in other forms. This number is generated when you commit a new record.

Follow the instructions provided in this section to update the actions for the displayed case.

When you locate the case in the range you want to update, press NEXT BLOCK to move the cursor into the Action Date field of the first record.

NOTE:

Locked action records cannot be changed or deleted until they are unloaded. The employee initials and office code of the person locking the records appear on the comprehensive page of the action record (920 - Action Record Locked) that locked the actions.

Use the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through the retrieved action records for the current case.



To add a new action record to the current case, press CREATE RECORD with your cursor in the Action Date field.

The System generates a new blank record below the record in which you pressed CREATE RECORD. If the record is similar to the previous action record, press DUPLICATE RECORD to copy the previous action into the current record.

Complete the fields as described in this section of the documentation.

Press COMMIT to save the record to the case file and receive a new action number.

If you attempt to add a money action, the following message appears in the message line:

**ERROR: Action codes for money records
may not be changed or added**

NOTE:

You cannot add a duplicate record of certain action codes, e.g., B52 – Location Notice Filed for mining claim case types. Nor can you add money actions using this form. Refer to the Accounting Advice documentation for information on adding and updating money actions.



To change an existing action record, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the action records of the current case.

When you locate the record you want to change, use the NEXT/PREVIOUS FIELD keys to move through the fields on the form. Make your changes as needed to the fields displayed.

Press COMMIT to save your changes to the case file.

If you attempt to change an existing money action record using this form, the following message appears in the message line:

**ERROR: Action codes for money records
may not be changed**

Use the Accounting Advice Processing forms to change and add money action records on a case.

If you attempt to change an action code in a record connected to lands, the following message appears in the message line:

**ERROR: Action records related to caselands,
delete relationship first**

To delete an action record, use the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through action records for the case.

When you locate the record you want to delete with the cursor, press DELETE RECORD.

The cursor moves into the "Do you really want to delete this record?" field.

Press COMMIT to accept the default N, No, and return the cursor to the action field.

Type Y and press COMMIT to delete the action record from the case and the displayed records. The following message appears in the message line:

```
Transaction completed --  
1 records processed
```

If you enter a character other than N or Y, the following message appears in the message line:

```
ERROR: Enter Y to delete,  
N to cancel delete
```

If you attempt to delete an action record tied to lands, the following message appears in the message line:

```
ERROR: Action record related to caselands,  
delete relationship first
```

If you delete a money action record, the following message appears in the message line:

```
ERROR: Money records may be deleted only  
through accounting advice forms
```

If you attempt to delete a locked action record, the following message appears in the message line:

```
ERROR: Action record is locked
```

NOTE:

When you delete an action record, the System retains the action number without any associated action record. You cannot reuse the action number.

DE 0066 **Act Date (Action Date)** - This 11-character field contains the date the identified action took place. This field uses the standard date format: day, month, year sequence, DD-MON-YYYY. When entering the Action Date, type the entire date, including zeros and hyphens to separate the elements. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444. Use Data Element 0066 to obtain appropriate abbreviations for each month.

Example:

Enter January 7, 1979 as 07-JAN-1979.



Type the action date and press NEXT FIELD to continue to the Action Code field.

If you enter the action date using an invalid date format, an invalid day, month or year, one of these error messages appears in the message line:

Date format is DD-MON-YYYY
Date must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712
ERROR: Invalid date

**DE 1775/
2960
or...
LOV ♥**

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case. Data Element 1775/2960 and LOV contain appropriate action codes for the case type specified.

Keep in mind that each case type allows only certain action codes. The Case Type/Action Code Matrix (LOV) indicates if an action code changes the case status and if so, which status; which codes allow a 2nd date entry and which type of 2nd date; and which codes require a pending entity. (Pending entity requirements are determined by each state.)

NOTE:

Refer to the Action Code Matrix (LOV) to determine if your action code allows a second date.

If necessary, identical action dates and codes can be added to the System.

Example:

01/04/1990 153 REPORT REQUESTED

(From District Office)

01/04/1990 153 REPORT REQUESTED

(From Forest Service)



Type the action code and press NEXT FIELD to continue to the Action Remarks field.

If you enter an invalid action code for the case type, the cursor returns to the beginning of the Action Code field and the following error message appears in the message line:

ERROR: Invalid Action Code for Case Type

Press LOV to obtain an on-line list of valid action codes for the case type if you do not know the appropriate code.

NOTE:

Within the Action Code LOV screen, the Date Type field identifies action codes which allow a second date and second date type.

If the second date type is 70 - **Multiple**, you may choose from several or all second date types for the specific action code/record, e.g., **Action 328 - PLAN OPER/EXPL/DEV FILED** allows any one of three second date type codes: 03 - **approved**, 06 - **Denied**, 23 - **Withdrawn**.

Refer to the Second Date Type field LOV screen for valid cases.

LOV ♥

When you access the Action Code LOV Screen, Figure 3, from the Action Code field, all valid action codes for the specified case type appear in the Action Code Matrix with the cursor in the Case Type field.

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid action codes displayed on the LOV screen.

The Pend field identifies whether or not a pending entity is required.

The Status field identifies action codes which change the case status.

The Form field identifies subsystems within the System which you may access for this action.

DICT103F		BLM Interim LIS				16-APR-92	
Case Type/Action Code (2962)							
Case Type	Act	Description	Pend	Status	Form	Screen	
000445	001	CASE ESTABLISHED		02			
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol			
		FFE					
Case Type	Act	Description	Pend	Status	Form	Screen	
000445	020	BONUS BID REFUNDED		02			
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol			
		ENE					
Case Type	Act	Description	Pend	Status	Form	Screen	
000445	055	NON-REFUNDABLE PVNT RECD		02			
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol			
		FFE					
<Show Keys=KP1> <Exit=Esc X>							
v Char Mode: Replace Page 1				Count: 3			

Figure 3 Action Code LOV Screen (DICT103F)

The Screen field indicates whether or not using this action code results in a default to the comprehensive or brief action page in the B/C field on the brief action record page. Each state controls the values in this field.

The Date Type field specifies which second date type, if any, may be used with the action. The Money Cat field contains an M if the action codes allows money entry.

The Money Type, Fund Code, and Fund Symbol fields contain codes associated with money actions for accounting advice purposes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Case Type field. The case type code remains, as in most cases you will want to query only action codes that match the case type identified for the case. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

Use the NEXT FIELD key to move the cursor to the Description field.

Type P% in the description column, with 311111 remaining in the Case Type field.

Press EXECUTE QUERY.

All codes with a description beginning with P and their corresponding codes appear in the fields.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

NOTE:

If you want to access the comprehensive page quickly, e.g., from the Action code field of a record, simply press NEXT BLOCK rather than pass through each field on the brief page. PREVIOUS BLOCK from the comprehensive page returns the cursor to the Action Date field of the current record.

DE 1775

Act Rmks (Action Remarks) - This optional 21-character alphanumeric field has a free format. If the action remarks exceed 21 characters, enter additional remarks using the Update General Remarks Form - (CASE103F). Action remarks and general remarks can be tied together by using an alphanumeric character enclosed in slash marks, /A/, /01/, etc....

NOTE:

Action Codes frequently require structured action remarks. Check Data Element 1775 to ensure correct entries in this field.

Some information entered in action remarks of older automated recordation systems (i.e., Case Recordation, Mining Claims, ORCA) is now entered directly into fields on the Action Record Page - Comprehensive (CASE127F - Page 2), e.g., money amount, assessment year, county recordation information and document number.

Use the Update Units/Commodity Form (CASE104F) to enter other information, e.g., right-of-way width and length, mineral material contracted and produced, etc....



Type the action remarks following the procedures in Data Element 1775. Press NEXT FIELD to continue to the BLM Pending Entity field.

NOTE:

You may not enter information in both the BLM Pending Entity and Other Pending Entity fields for the same action record. If you accidentally type a code in the BLM Pending Entity field and meant to type the code in the Other Pending Entity field, press PREVIOUS FIELD to return the cursor from the B/C field to the Other Pending Entity field. The System automatically deletes the data in the BLM Pending Entity field when you enter data in the Other Pending Entity field.

DE 0419
or...
LOV ♥

BLM Pend Enty (BLM Pending Entity) - This 13-character alphanumeric field identifies the BLM office that currently has the action on the case. Data Element 0419 and LOV contain valid BLM pending entity codes.

NOTE:

Once the action is completed, delete the pending code from the Action Record using the Update Action Form (CASE127F).

Leave the BLM Pending Entity field blank and press NEXT FIELD to continue to the Other Pending Entity field.



Type the BLM pending entity if appropriate. Press NEXT FIELD to continue to the B/C field.

If you enter an invalid BLM pending entity code, the following message appears in the message line:

ERROR: Invalid Pending Entity

If you do not know the correct BLM pending entity code, press LOV to access the BLM Organization Unit LOV screen.

LOV ♥

When you access the BLM Organization Unit (Pending Entity) LOV Screen, Figure 4, from the BLM Pending Entity field, all valid codes appear with your cursor at the first code in the Code field.

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid codes displayed on the LOV screen.

BLM Interim LIS		15-APR-92
BLM Organization Unit (0419)		
Code	Name	
AK	ALASKA	
AK00000031	ALASKA FIRE SERVICE	
AK0000003101	ALASKA FIRE SVC MGRS OFC	
AK000000311	FIRE COORDINATION OFFICE	
AK0000003112	SITUATIONS/INTELLIGENCE STAFF	
AK0000003113	DISPATCH STAFF	
AK0000003114	LOGISTICS STAFF	
AK00000032	DIVISION OF FIRE SERVICES	
AK000000321	BR OF BASE SERVICES	
AK0000003213	TRANSP & BARRACKS SECT	

<Show Keys=KPI> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 4 BLM Organization Unit LOV Screen (DICT105F)

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the Code field. Use the **NEXT FIELD** key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Type **AK%** in the Code field.

Press **EXECUTE QUERY**.

All codes within Alaska (AK) and their corresponding names appear in the fields.

Locate the desired value using the **NEXT / PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

DE 2929
or...
LOV ♥

Other Pend Enty (Other Pending Entity) - This eight-character alphanumeric field identifies the office, outside BLM, that currently has the action on the case. Data Element 2929 and LOV contain valid pending entity codes.

Leave the Other Pending Entity field blank and press NEXT FIELD to continue to the B/C field without entering either pending entity code.



Type the other pending entity, if appropriate. Press NEXT FIELD to continue to the B/C field.

If you enter an invalid pending entity code, the following message appears in the message line:

ERROR: Invalid Pending Entity

If you do not know the appropriate other pending entity code, press LOV to access the Administrative Agency LOV screen.

LOV ♥

When you access the Administrative Agency (Pending Entity) LOV Screen, Figure 5, from the Other Pending Entity field, all valid codes appear with the cursor in the Code column.

Code	Name
10	DEPT OF AGRICULTURE
10000000	FOREST SERVICE
10010000	NORTHERN REGION - USFS
10010200	BEAVERHEAD NF
10010201	HILLON RD
10010202	WISE RIVER RD
10010203	WISDOM RD
10010204	SHERIDAN RD
10010207	MADISON RD
10010300	BITTERROOT NF

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 5 Administrative Agency LOV Screen (DICT135F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid codes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the code field. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press the **NEXT FIELD** key to move the cursor into the Name field.

Type **FOREST%** in the Name field.

Press **EXECUTE QUERY**.

All codes within containing **FOREST** in their name descriptors and their corresponding codes appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

B/C (Brief/Comprehensive) - This single-character field prompts the System to continue to the Action Record Page - Comprehensive (CASE127F - Page 2) or remain on the Update Action Records Form - Brief (CASE127F - Page 1) to enter additional Action Codes. The System defaults this field to B for most action codes. You may change this code or accept the default.



Type **B** to continue entering action records for this case.

Type **C** to continue to the comprehensive page and add more information to the current action record.

Continue to the Update Action - Range of Serial Numbers (CASE145F - Page 3) documentation if you entered C.



If you entered B without entering your initials on the comprehensive page, the program forces you to enter the initials before allowing you to create another record. The following message appears in the message line and the cursor moves into the Empl Intl field:

Field must be entered

When you complete your edits to the action data for the case displayed, press the **COMMIT** key. The System displays the following message in the message line:

Transaction completed --
XX records processed
Press any function key to
acknowledge message

The cursor returns to the Action Date field of the first action record in the next case in the range. If the last edited case was the last case in the range, the cursor returns to the Geo State field on the Selection Criteria page.

Follow the instructions on this page to continue to another case in the range or update the current cases action records.

Press EXIT to exit the form and return to the last accessed menu.

WARNING:

The program does not ask if you want to save your changes before exiting. Press COMMIT to save any changes made before you press EXIT.

1.4.3 Update Action - Range of Serial Numbers Form - Comprehensive (CASE145F - Page 3)

Use this page to enter information regarding a particular action record entered on the Update Action - Range of Serial Numbers Form - Brief page. Information entered on the Action Record Page - Comprehensive page includes: employee initials, office code, 2nd date, 2nd date type, money amount, accounting advice number, parcel code, etc....

When you access the Update Action - Range of Serial Numbers Form - Comprehensive (CASE145F - Page 3), as shown in Figure 6, the cursor appears in the Employee Initials or possibly one of the other fields depending upon the case type and action code. The System carries forward the case serial number, the serial number range, the action number, action date, and action code from the brief page. In addition, the Money Amount field is completed from accounting advice for money action records.

CASE145F		BLM Interim LIS				09-JUL-92	
Update Action - Range of Serial Numbers (Comprehensive)							
Current Ser Num		Geo State	Land Ofc	Prefix	Ser Num	Suffix	
		AK	FF		084833		
Serial Num Range		AKFF	084833	To	AKFF	084835	
Empl Intl	Act Num	Act Date	Act Code		AMEND/CORR APLN RQSTD		
EMK	001	03-JUL-1992	003				
Ofc Code	2nd Date		Money Amt		20.00		
	2nd Date Type						
Rcpt Num		Doc Type		-- Alaska --		Par Code	
Book Num		Doc Num					
Page Num		Assmt Yr					
Vol ID		Aband Yr					
Char Mode: Replace Page 3 Count: *0							

Figure 6 Update Action - Range of Serial Numbers - Comprehensive (CASE145F - Page 3)

To return to the brief page, press PREVIOUS FIELD or PREVIOUS BLOCK. You may use the PREVIOUS/ NEXT RECORD keys to move back to the brief page if a previous or next record exists.

NOTE:

You must return to the brief page to scroll through the case serial numbers available in the range retrieved from the selection criteria page. Press PREVIOUS BLOCK twice to return to the case serial number fields on the brief page.



When you are entering a new action, you must enter your employee initials before continuing to the Office Code field. If you attempt to bypass the Employee Initials field, the following message appears in the message line:

Field must be entered



To change comprehensive action data for an existing action record, you must select the correct record from the brief page.

Type C in the B/C field on the brief page to access the comprehensive page.

Use the NEXT/PREVIOUS FIELD keys to move the cursor through the fields on the comprehensive page. Make your edits as needed.



To delete a comprehensive action record, follow the instructions for deleting action records located in the Update Action - Range of Serial Numbers Form - Brief (CASE145F - Page 2) documentation, page 1.4.3 - 10.

If you try to delete a record from the comprehensive page, the following message appears in the message line:

ERROR: No deletions are allowed

You must return to the Brief page to delete an action record.



To add comprehensive action data to an existing action record, you must select the correct action record from the Update Action - Range of Serial Numbers Form - Brief page.

Type **C** in the B/C field on the brief page to access the comprehensive page.

Complete the appropriate fields as described in the following documentation.

NOTE:

Depending upon the case type of the current case, and the case type/action combination of the current action record, the System may not allow you to access and/or enter data in certain fields, e.g., only mining claim case types access the Assessment Year and Abandonment Year fields.

Empl Intl (Employee Initials) - This three-character alphabetic field contains your initials or the initials of the employee who made the decisions regarding the codes entered for this case.

If you attempt to bypass this field, the following message appears in the message line:

Field must be entered



Type the employee initials. Press **NEXT FIELD** to continue to the Office Code field.

Ofc Code (Office Code) - This optional four-character alphanumeric field identifies your office or the office of the employee who made the decisions regarding the codes entered for this case.



Type the appropriate office code. Press **NEXT FIELD** to continue to the next field.

2nd Date (Second Date) - This optional field contains the completion date of the current action, e.g., date required. Second date codes do not change the case status. This 11-digit field contains the date in the standard date format, DD-MON-YYYY. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444. The System allows entry of a second date only with certain Action Codes; check the Date Type field description on the Case Type/Action Code Matrix LOV Screen (accessible from the Action Code field).

Example:

Enter February 1, 1985 as 01-FEB-1985.



Type the second date. Press NEXT FIELD to continue to the Second Date Type field.

If you enter an invalid date or portion of the date, one of the following messages appears in the message line:

ERROR: Invalid date
Day must be between 1 and last of month
Not a valid month name
Must be a range of 04-JUL-1776
to 31-DEC-4444
Date format is DD-MON-YYYY

If you do not enter a second date, the cursor skips the Second Date field.

DE 2967
or...
LOV ♥

2nd Date Type - This two-character numeric field identifies the type of second date action (e.g., received, approved, etc...). If you enter a second date, you must enter a second date type. Data Element 2967 and LOV contain valid second date type designations.

If an action code allows a second date, you may enter a second date type without entering a second date.

NOTE:

Several action codes allow usage of any one of a set of 2nd date types. The Date Type LOV screen identifies these action codes with the 2nd date type 70 in the Date Type field.

If you enter a second date, the second date type is required. If you attempt to bypass the 2nd Date Type field after entering a second date, the following message appears in the message line:

ERROR: Mandatory field has not been entered



Type the second date type, if appropriate. Press NEXT FIELD to continue to the next field.

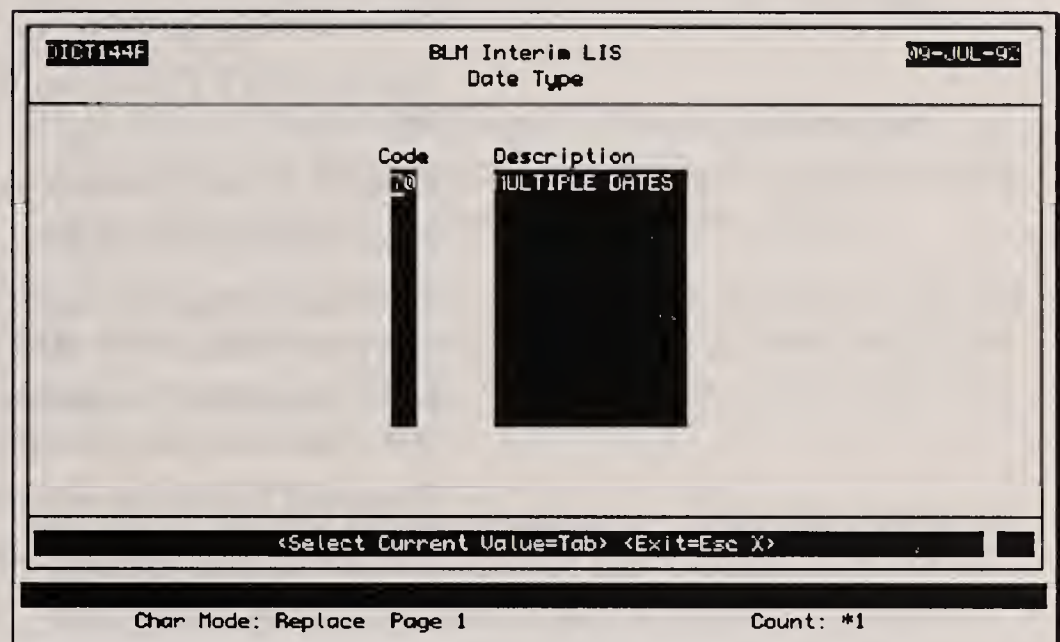
If you enter an invalid code this message appears in the message line:

ERROR: Invalid Action Date Type

If you do not know the 2nd date type, press LOV to access an on-line list of valid codes.

LOV ♥

When you access the 2nd Date Type LOV Screen, Figure 7 from the 2nd Date Type field, all valid 2nd Date Type codes appear with the cursor in the first position of the Code field.



Code	Description
70	MULTIPLE DATES

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *1

Figure 7 Date Type LOV Screen (DICT144F)

If your action code allows one of a choice of second date types, the Date Type LOV screen contains the 70 - Multiple code in the Code field. Press NEXT FIELD to view, query and access the allowable 2nd date types for the action code, as shown in Figure 8.

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid date type codes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Date Type Code field. Use the NEXT FIELD key to move the cursor from field to field.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

DICT121F

BLM Interim LIS
Date Type

09-JUL-92

Code	Description
01	ACCEPTED
02	ACKNOWLEDGED
03	APPROVED
04	COMPLETED
05	CORRECTED
06	DENIED
07	DISMISSED
08	EFFECTIVE
09	EXPIRES
10	EXTENDED

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1

Count: 10

Figure 8 Date Type LOV Screen (DICT121F)

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the **Description** field.

Type **R%** in the **Description** field.

Press **EXECUTE QUERY**.

All codes with a description beginning with **R** and their corresponding codes appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

NOTE:

You may not access the Money Amount field for entry and update on this form.

Money Amt - This display-only, 13-digit numeric field, contains monies related to the action identified by the action code within an established accounting advice receipt.



Rcpt Num (Reception Number) - This ten-character alphanumeric field identifies the miscellaneous sequential number assigned to the recorded document by the county courthouse or recording district. It may be used in conjunction with the Volume Identification field.



Type the reception number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Book Number field.

Book Num (Book Number) - This five-character alphanumeric field identifies the county or recording district book number that contains recordation information concerning the document identified by the action code.



Type the book number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Page Number field.

Page Num (Page Number) - This six-character alphanumeric field identifies the page number within the book specified in the Book Number field.



Type the page number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Vol ID field.

Vol ID (Volume Identification) - This six-character alphanumeric field identifies the volume number of the recordation book assigned by the county courthouse or recording district (identified in the Book Number field).



Type the volume identification, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Document Type field.



The Doc Type and Doc Number fields combined make up the old ten-character conveyance prefix and number for Alaska BLM.

DE 2577
 or...
LOV ♥

Doc Type (Document Type) - This two-character alphabetic field identifies the type of document being issued (e.g., patent, quit claim deed, etc...). Data Element 2577 and LOV contain appropriate designations.



Type the document type designation, if appropriate. Press NEXT FIELD when finished to continue to the Document Number field.

If you enter an invalid document type code, this message appears in the message line:

ERROR: Invalid Document Type

If you do not know the appropriate document type, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Document Type LOV Screen, Figure 9 from the Document Type field, all valid codes appear with the cursor in the first position of the Code field.

Code	Description
AC	ACT OF CONGRESS
AG	AGREEMENT
AN	AIR NAVIGATION ORDER
AP	APPEAL
AS	ASSIGNMENT
BO	BLM ORDER
BS	BARGAIN AND SALE DEED
CA	COOPERATIVE AGREEMENT
CD	CONDEMNATION DEED
CL	CLEAR LIST

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 18

Figure 9 Document Type LOV Screen

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid Document Type codes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

Use the NEXT FIELD key to move the cursor to the Description column.

Type R% in the Description field.

Press EXECUTE QUERY.

All codes with a description beginning with R appear in the fields.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Doc Num (Document Number) - This eight-character alphanumeric field identifies the document number (e.g., patent number, deed number, etc...) of the document identified in the Document Type field.

A document type must exist for the current action record before the System allows entry of a document number.



Type the document number, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue.

NOTE:

If your case type is not a mining claim or native allotment case type, the cursor skips directly to the Action Date field of the current record on the Brief page.



NOTE:

The Assessment Year and Abandonment Year fields are accessible only to specific actions within mining claims case types.

Assmt Yr (Assessment Year) - This optional two-digit field specifies the year in which assessment work was completed under the current action for the mining claim identified by the case.



Type the assessment year, e.g., 91, 79, etc..., if appropriate. Press NEXT FIELD to continue.

Abnd Yr (Abandonment Year) - This two-digit numeric field contains the year (e.g., 91) a mining claim is abandoned for the 890 - Abandon and Void Decision action in mining claim cases.



Type the abandonment year if appropriate. Press NEXT FIELD to continue.



NOTE:

The Parcel Code field is for the entry of information specific to Native Allotment cases in Alaska. In all other states and case types, the System skips this field.

DE 1773
or...
LOV ♥

Parcel Code - This one-character alphanumeric field identifies the native allotment parcel code. Allowable codes include A-Z and 0-9.



Type the parcel code, if appropriate. Press NEXT FIELD to continue.

If you type an invalid parcel code this message appears in the message line:

ERROR: Invalid parcel code

If you do not know the appropriate parcel code press LOV to obtain an on-line list of valid codes.

Press CREATE RECORD to create a new record and place the cursor in the Action Date field on the Brief page. You can add as many action records to this case as you wish in this fashion.

To return to the Brief page without creating a new record, press PREVIOUS/NEXT RECORD (if there are previous next records to move into) or PREVIOUS BLOCK or PREVIOUS FIELD.



Press the COMMIT key when you complete your edits to the action data for the current case. The System displays the following message in the message line:

Transaction completed --
XX records processed
Press any function key to
acknowledge message

Press a function key to acknowledge this message, continue to the next case in the range, and return the cursor to the Action Date field of the first record in the next case.

Press PREVIOUS BLOCK to move into the serial number block to scroll through additional cases, or press EXIT to exit the form.

NOTE:

You must commit your changes for the current case before continuing to another case in the specified range.

WARNING:

If you have not yet saved your edits to the current case when you press EXIT, you will lose all edits made since your last commit. Press COMMIT to save edits made before exiting.



Press EXIT to quit the Update Action - Range of Serial Numbers Form (CASE145F) and return to the last accessed menu.

This page intentionally left blank.

1.4.4 Update Action/Land Relationship (CASE101F)

This form allows you to establish, delete and change the action to land relationships within a case.

These action to land relationships are important because the associations serve to establish the land status and reserve U. S. rights when lands are patented, leased or otherwise affected by an action.

Use the Update Action/Land Relationship Form (CASE101F) to connect an action(s) and a land(s) within a particular case. Each land record in a case should be tied to a minimum of one action record to set case land status.

When you select the Update Action/Land Relationship option from the Update Action/Land Menu, the Update Action/Land Relationship Form (CASE101F) appears as shown in Figure 1 with your cursor in the Geo State field of the case serial number.

```

CASE101F                                BLM Interim LIS                                12-MAR-93
Update Action/Land Relationship

Geo State Land Ofc Prefix Ser Num Suffix | Land Number Range
Case Ser Num [ ] [ ] [ ] [ ] [ ] | [ ] to [ ]

Act Num [ ] Act Date [ ] Act Code [ ] [ ] Par [ ]

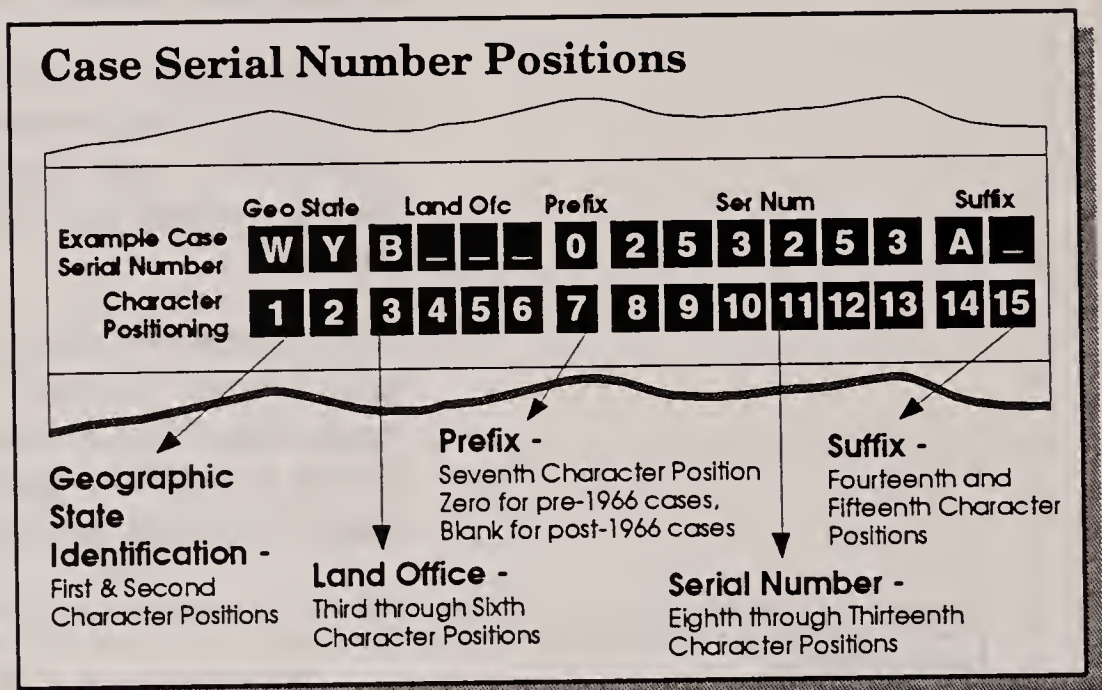
C  Num Stat Mer Twp  Rng  Sec  Aliquot  Srvy Type/Num  TR BK LT  Acres
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

<Exit=Esc X> <Show Keys=KP1> <Goto Caseland=Esc B> [ ] LOU
Char Mode: Replace Page 1                                Count: *0
  
```

Figure 1 Update Action/Land Relationship Form - (CASE101F)

Detailed descriptions of the fields on this form and entry data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions for this form.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
 A K F F _ _ _ 0 4 3 8 7 4 _ _
 M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Type the appropriate geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office or mining claim designation, the following message appears in the message line:

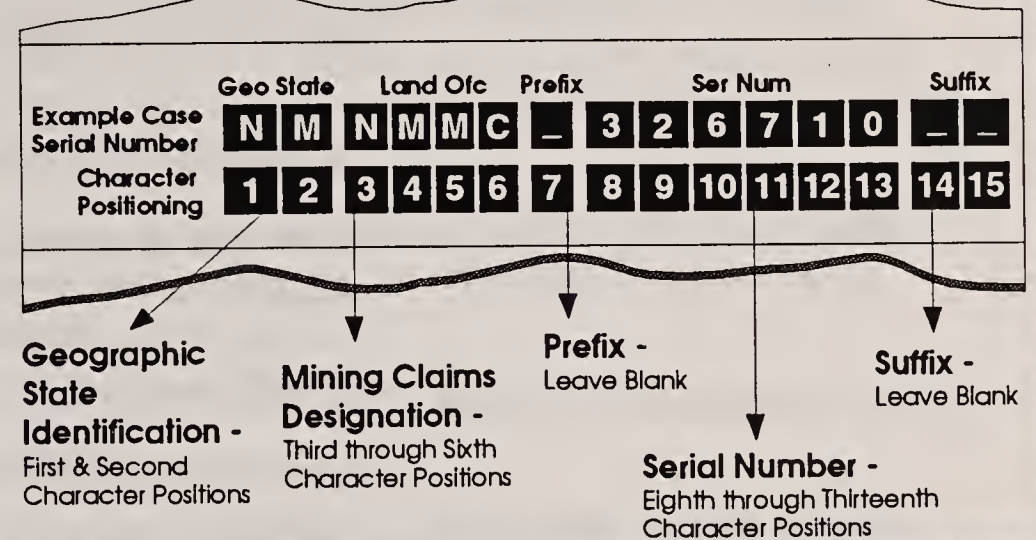
ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Mining Claims Case Serial Number Positions



Example

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.

NOTE:

Only certain land and mineral case types dated prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field, leaving unused positions blank. Press NEXT FIELD to continue to the Act Num field.

If you enter an invalid case serial number, or one which has not been added previously through one of the establish case forms, the following message appears in the message line:

ERROR: Invalid Serial Number

If you enter a case serial number which contains no valid action to tie to lands, the following message appears in the message line:

**ERROR: Serial Number has no valid
Actions for Action - Land connection**

When you press NEXT FIELD following the entry of a complete and valid case serial number, the cursor moves into the Action Number field and the System retrieves all valid land actions and case land records for the case.

NOTE:

When you make action to land connections the most recent action (determined by the action date) tied to the land sets the land status regardless of the order in which the connections are made.

Act Num (Action Number) - This required three-digit numeric field contains the number sequentially assigned by the System for each action record in the case. Each action record corresponds to one action number.

The System automatically retrieves valid action records for action to land relationships.



Use the NEXT/PREVIOUS RECORD keys to scroll through the retrieved action records.

If you attempt to type over the action number, the following message appears in the message line:

Field is protected against update

NOTE:

When using the query procedures in the action block, only those action records which are valid for an action to land connection and that meet your query parameters are retrieved.



If you know the action number of the record you want to link to the land records, but you do not want to scroll through the retrieved action records, press **ENTER QUERY** with your cursor in the Action Number field. All of the fields in the action block clear for you to enter query parameters.

Type your query parameters in any of the four fields in the action block using the wildcard character, %, as needed.



Press **EXECUTE QUERY** when your query parameters are correct.

The System retrieves all valid action records for the current case that meet your query parameters and can be linked to lands.

If the System does not find any valid action records to your query parameters, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter.**



Press **NEXT FIELD** to continue to the Land Number Range field or **NEXT BLOCK** to access the list of land records from the C field when the action record you want to associate to lands is displayed.

NOTE:

All land records linked to the displayed action record contain a C in the C field.

Land Number Range - This optional, two-part, five-digit field allows entry of a range of land numbers or all land numbers to connect to the displayed action record.



Type **ALL** and press **NEXT FIELD** for the System to enter the entire range of land numbers in the Land Number Range field.

The following message appears in the message line:

**WARNING: This range includes all
Case Lands for this case**



Type the low end of the range, e.g., 5, and press **NEXT FIELD** to continue to the second part of the Land Number Range field if you did not enter **ALL**.

The System automatically defaults the second field to the same land number entered in the first field.



Type the high end of the range, e.g., 22, or accept the default and press **NEXT FIELD**.

The cursor remains in the Land Number Range field and the following message appears in the message line:

**Use COMMIT to add or DELETE RECORD to
delete these Land/Action connections**



Press **COMMIT** to link the displayed action record to the range of lands displayed in the Land Number Range field.

Press **DELETE RECORD** to delete the connection existing between the displayed action record and the land records displayed in the Land Number Range field.

When you press **COMMIT** to add the action/land relationship or **DELETE RECORD** to delete the action/land relationship of the displayed action record and the land records identified in the Land Number Range field, the following message appears in the message line:

Transaction complete - % records processed

If some of the lands in the range are already linked to the current action record, when you press **COMMIT** the System only links the action to those lands not already connected.

If you delete connections and some of the lands in the range are not currently connected to the action record, the System deletes the connections only from those action/land records that were linked previously.



To connect the displayed action to individual land records, press NEXT BLOCK to move the cursor into the C field from either the Action Number field or the Land Number Range field.

C (Connection) - This single-character transaction-identifying field allows the user to add or delete an action to land relationship on a record-by-record basis.

When you access the C field, the following message appears in the message line:

Enter C to make a connection or D
to remove a connection

NOTE:

In the C field you can connect or disconnect only one record at a time.

Use the NEXT/PREVIOUS RECORD keys to move the cursor up and down through the land records.



Type C in the C field and press COMMIT to make the connection between the current land record and the displayed action record.

Type D in the C field and press COMMIT or simply press DELETE RECORD, to delete an existing connection between the current land record and the displayed action record.

When you delete or add an action to land relationship, the following message appears in the message line:

Transaction completed -
1 records processed

When you add or delete an action to land relationship, the land status of the land described by the land record(s) often changes.

Example:

**When you associate the action
009 - APPLICATION WITHDRAWN,
the land status for the affected lands
becomes WD - WITHDRAWN.**

In the Stat field of the land record block, the current land status appears for each land record in the case. If no land status exists when the transaction is complete, this field is blank. If the action alters the land status, the new land status code appears in the Stat field as soon as the transaction is complete.

If more than one action is associated with a land record, the most recent action linked to the land record sets the land status.

If you delete the most recent action to land tie affecting land status, the land record reverts to the previous land status.



Press EXIT to return to the last accessed menu when all transactions are completed.

NOTE:

Refer to the Update U.S. Rights Form (CASE105F) to reserve rights to one or more action/land ties.

1.4.5 Update MMS Finance Transfer Transactions (CASE164F)

Use this form to enter and update MMS transfer transactions, specifically financial (money) actions for monies received by MMS for BLM cases.

When you select the Update MMS Finance Transfer Transactions option from the Update Action/Land Menu, the Update MMS Finance Transfer Transactions Form (CASE164F) appears as shown in Figure 1, with your cursor in the Employee Initials field.

Detailed field descriptions and entry information for the fields on this page precede the entry instructions. The *Interim System Reference Guide* contains additional field descriptions.

CASE164F		BLM Interim LIS					09-JUL-92	
Update MMS Finance Transfer Transactions								
Employee Initials			Office Code					
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix		Case Type	
Action Number	Action Date	Act Cde	Action Remarks	Money Amount				
Do you really want to delete this record? <input type="checkbox"/>								
<Show Keys=KP1> <Exit=Esc X>								
Char Mode: Replace Page 1				Count: *0				

Figure 1 Update MMS Finance Transfer Transactions (CASE164F)

Empl Intl (Employee Initials) - This three-character alphabetic field contains your initials or the initials of the employee who made the decisions regarding the codes entered for this case.

If you attempt to bypass this field, the following message appears in the message line:

Field must be entered



Type the employee initials. Press NEXT FIELD to continue to the Office Code field.

Ofc Code (Office Code) - This optional four-character alphanumeric field identifies your office or the office of the employee who made the decisions regarding the codes entered for this case.

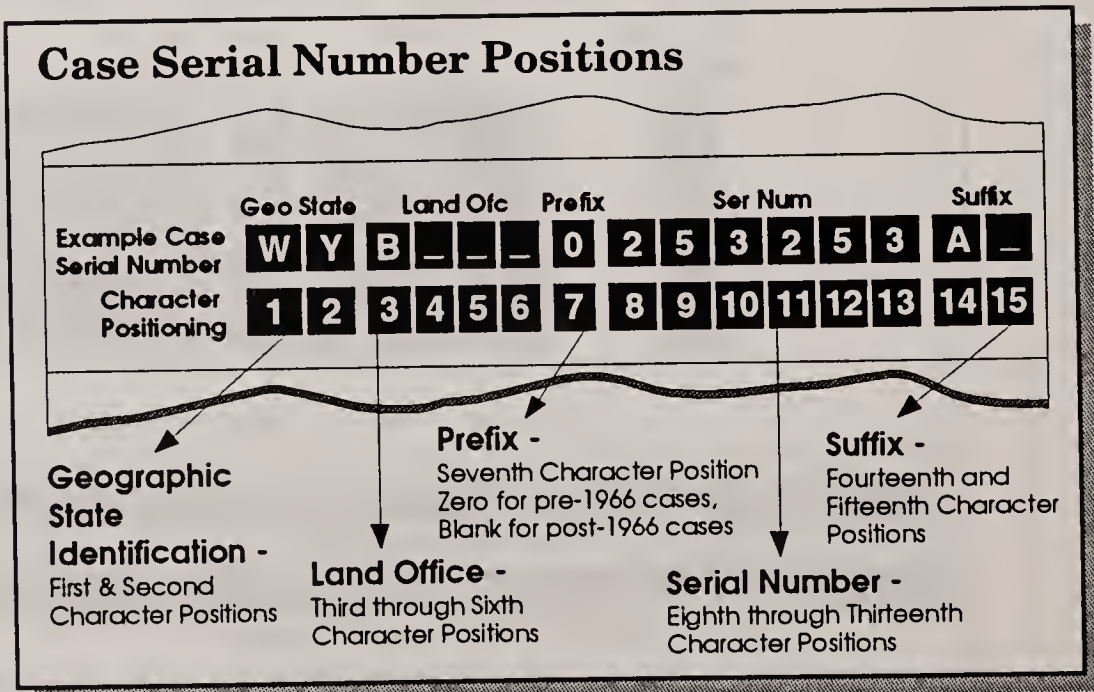


Type the appropriate office code. Press NEXT FIELD to continue to the Geo State field of the case serial number.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.

The Geo State and Land Office fields are mandatory. If you attempt to bypass these fields, the following message appears in the message line:

Field must be entered



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
A K F F _ _ _ 0 0 3 7 8 4 _ _
M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

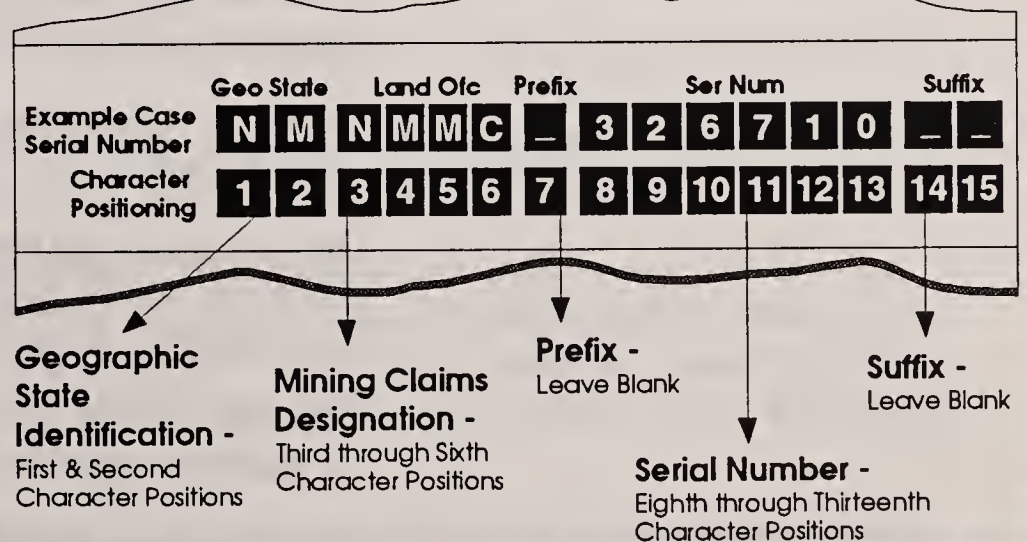
ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes.



Mining Claims Case Serial Number Positions



Example:

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.



Type the Suffix, if appropriate. Press NEXT FIELD to query and access all existing action data for the entered case.

The System will not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms. If you enter an invalid case serial number, the following message appears in the message line:

**ERROR: Case Serial Number not
found...please re-enter**

If you enter a voided case serial number, the following message appears in the message line:

**ERROR: Records cannot be added to a
void case**

Only certain case types are allowed for MMS updates, if you enter a case that contains an incompatible case type, the following message appears in the message line:

**ERROR: This case has an invalid case
type for MMS finance transactions**

When you press NEXT FIELD following the entry of a complete and valid case serial number, the cursor moves into the Action Date field of the first record.

If the case contains previously entered MMS action records, the System retrieves these records for editing and review.

The System completes the Case Type field and the Action Number field automatically. You may not access these fields.

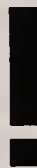
DE 2961

Case Type - The case type field contains a six-digit numeric code identifying the type of the case, e.g., **Oil & Gas, Mining Claim, Coal**, etc.... Data Element 2961 contains a list of valid case type codes and their descriptions. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

Act Num (Action Number) - The System automatically updates this three-digit numeric field for each action entered on a case. The action number identifies the sequence in which action codes are entered and cannot be changed by the user. This number is used to tie the action to lands, commodity, U.S. Rights, etc... in other forms. The cursor skips this field and moves directly into the Action Date field.



Use the **NEXT/PREVIOUS RECORD** or **NEXT/PREVIOUS SET** keys to scroll through the retrieved MMS transaction records.



WARNING:

The System does not check the MMS transactions to prevent changes to locked action records, i.e., you may change MMS transaction actions that are locked.



To add a new MMS transaction record, press **CREATE RECORD** with your cursor in the Action Date field.

The System generates a new blank record below the record in which you pressed **CREATE RECORD**. If the record is similar to the previous action record, press **DUPLICATE RECORD** to copy the previous action into the current record.

Complete the fields as described in this section of the documentation.

Press **COMMIT** to save the record to the case file and receive a new action number.

NOTE:

You cannot add any records through this form except the five MMS actions.



To change an existing MMS transaction record, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the records of the current case.

When you locate the record you want to change, use the NEXT/PREVIOUS FIELD keys to move through the fields on the form. Make your changes as needed to the fields displayed.

Press COMMIT to save your changes to the case file.



To delete an action record, use the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through action records for the case.

When you locate the record you want to delete with the cursor, press DELETE RECORD.

The cursor moves into the "Do you really want to delete this record? field."



Press NEXT FIELD to accept the default N, No, and return the cursor to the action record.

Type Y and press NEXT FIELD to remove the action record from the displayed records; the cursor returns to the action record below the deleted record.

WARNING:

Until you press COMMIT to save your changes, the deleted action record(s) is not removed from the case itself, only from the display area.

NOTE:

When you delete an action record, the System retains the action number without any associated action record. You cannot reuse the action number.

DE 0066

Act Date (Action Date) - This mandatory 11-character field contains the date the identified action took place. This field uses the standard date format: day, month, year sequence, DD-MON-YYYY. When entering the action date, type the entire date, including zeros and hyphens to separate the elements. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444. Use Data Element 0066 to obtain appropriate abbreviations for each month.

Example:

Enter January 7, 1979 as 07-JAN-1979.



Type the action date and press NEXT FIELD to continue to the Action Code field.

If you enter the action date using an invalid date format, an invalid day, month or year, one of these error messages appears in the message line:

Date format is DD-MON-YYYY
Date must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712
ERROR: Invalid date

DE 1775/ 2960

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case. Data Element 1775/2960 contains appropriate action codes for the case type specified.

Only five MMS Transfer actions are allowable on this form. When you access the Action Code field, the following message appears in the message line identifying the allowable MMS action codes:

Valid MMS transaction codes are 095, 094,
059, 061 and 060



Type the action code and press NEXT FIELD to continue to the Action Remarks field.

If you enter an invalid MMS transaction code, the cursor returns to the beginning of the Action Code field and the following message appears in the message line:

**ERROR: Valid MMS transaction codes are
095, 094, 059, 061 and 060**

If you enter an invalid MMS transaction code for the case type, the following message appears in the message line:

Action code is invalid for the case type

LOV is not available from the Action Code field. All valid codes appear in the message line, noted above, upon access to the Action Code field.

NOTE:

Action codes frequently require structured action remarks. Check Data Element 1775 to ensure correct entries in this field.

DE 1775

Act Rmks (Action Remarks) - This optional 21-character alphanumeric field has a free format. If the action remarks exceed 21 characters, enter additional remarks using the Update General Remarks Form - (CASE103F). Action remarks and general remarks can be tied together by using an alphanumeric character enclosed in slash marks, /A/, /01/, etc....



Type the action remarks following the procedures in Data Element 1775. Press NEXT FIELD to continue to the Money Amount field.

Money Amount - This mandatory 14-digit field contains the amount of money received or refunded by MMS on a BLM case reflected in the current money transaction record. This field contains nine spaces for a whole number (with separating commas), a decimal place, and two spaces for the cents.



Type the money amount for the MMS transfer record. Press NEXT FIELD to return to the Action Date field of the current record, press CREATE RECORD or NEXT RECORD to continue to the next MMS transaction record for this case.

If you enter an invalid character, an error message appears in the message line.

If you attempt to bypass the Money Amount field without entering a value, the following message appears in the message line:

**ERROR: Money entry required for
all MMS transactions**

Continue to enter as many MMS transactions as needed for this receipt by following the entry instructions for this form.

When you complete your edits to the MMS transaction data for the case displayed, press the COMMIT key. The System displays the following message in the message line:

**Transaction completed --
XX records processed**

The cursor returns to the Geo State field of the case serial number. You may now enter a new case serial number to update MMS transaction records, press EXECUTE QUERY or NEXT BLOCK to requery the current case's action records, or press EXIT to exit the form.

WARNING:

The program does not ask if you want to save your changes before exiting. Press COMMIT to save any changes made before you press EXIT.



Press EXIT to quit the Update MMS Finance Transfer Transactions Form (CASE164F) and return to the last accessed menu

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1.4.6 Add MMS Finance Transfer Transactions (CASE165F)

Use this form to enter MMS transfer transactions, specifically financial (money) actions for monies received by MMS for BLM cases, on one or more cases at a time.

When you select the Add MMS Finance Transfer Transactions option from the Update Action/Land Menu, the Add MMS Finance Transfer Transactions Form (CASE165F) appears as shown in Figure 1, with your cursor in the Employee Initials field.

Detailed field descriptions and entry information for the fields on this page precede the entry instructions. The *Interim System Reference Guide* contains additional field descriptions.

CASE165F		BLM Interim LIS			10-JUL-92																			
Add MMS Finance Transfer Transactions																								
Employee Initials				Office Code																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Geo St</th> <th style="width: 5%;">Land Offc</th> <th style="width: 5%;">P f x</th> <th style="width: 15%;">Serial Number</th> <th style="width: 5%;">S f x</th> <th style="width: 15%;">Action Date</th> <th style="width: 5%;">Act Cde</th> <th style="width: 30%;">Action Remarks</th> <th style="width: 10%;">Money Amount</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>							Geo St	Land Offc	P f x	Serial Number	S f x	Action Date	Act Cde	Action Remarks	Money Amount									
Geo St	Land Offc	P f x	Serial Number	S f x	Action Date	Act Cde	Action Remarks	Money Amount																
<Show Keys=KP1> <Exit=Esc X>																								
Char Mode: Replace Page 1				Count: *0																				

Figure 1 AddMMS Finance Transfer Transactions (CASE165F)

Empl Intl (Employee Initials) - This three-character alphabetic field contains your initials or the initials of the employee who made the decisions regarding the codes entered for this case.

If you attempt to bypass this field, the following message appears in the message line:

Field must be entered



Type the employee initials. Press NEXT FIELD to continue to the Office Code field.

Ofc Code (Office Code) - This optional four-character alphanumeric field identifies your office or the office of the employee who made the decisions regarding the codes entered for this case.

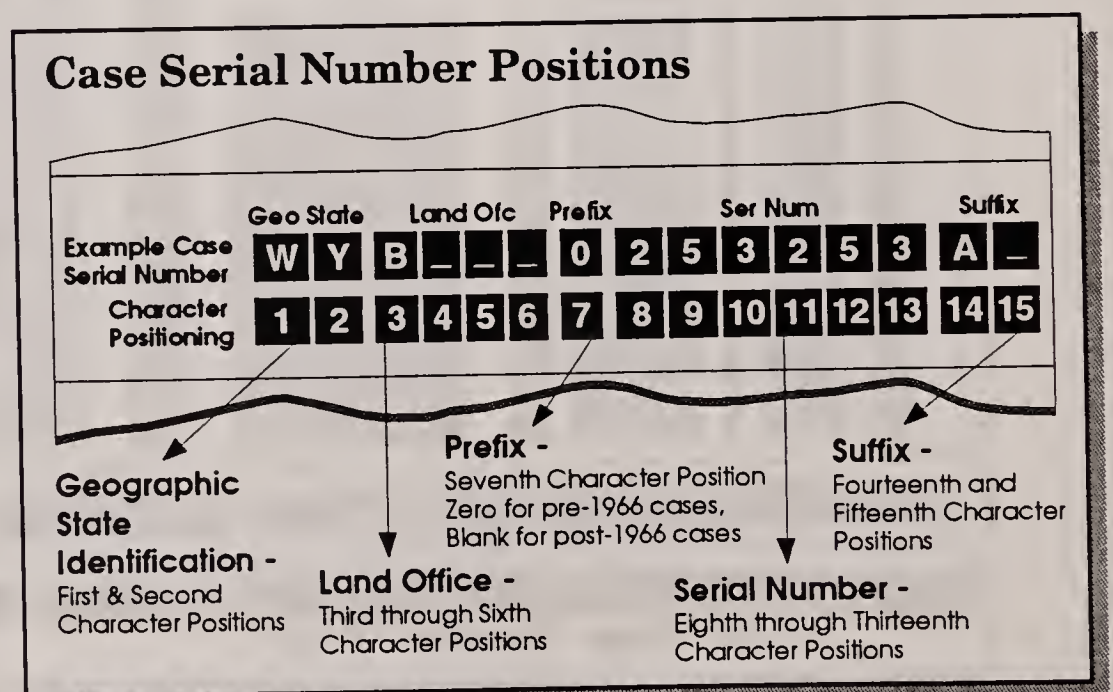


Type the appropriate office code. Press NEXT FIELD to continue to the Geo State field of the first case serial number record.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.

The Geo State and Land Office fields are mandatory. If you attempt to bypass these fields, the following message appears in the message line:

Field must be entered



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
A K F F _ _ _ 0 0 3 7 8 4 _ _
M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

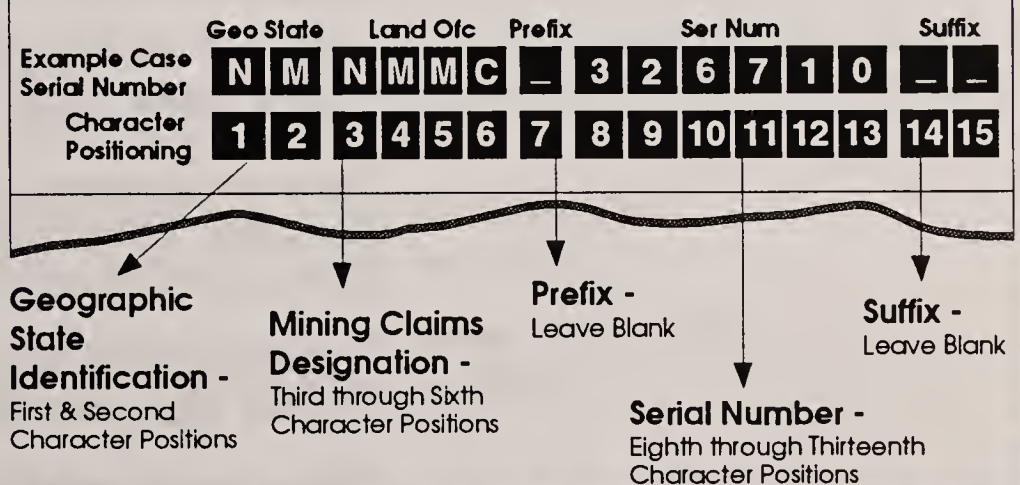
ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes.



Mining Claims Case Serial Number Positions



Example:

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.



Type the Suffix, if appropriate. Press NEXT FIELD to query and access all existing action data for the entered case.

The System will not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms. If you enter an invalid case serial number, the following message appears in the message line:

**ERROR: Case Serial Number not
found...please re-enter**

If you enter a voided case serial number, the following message appears in the message line:

**ERROR: Records cannot be added
to a void case**

Only certain case types are allowed for MMS updates, if you enter a case that contains an incompatible case type, the following message appears in the message line:

**ERROR: This case has an invalid
case type for MMS finance transactions**

When you press NEXT FIELD following the entry of a complete and valid case serial number, the cursor moves into the Action Date field of the first record.

You may enter an unlimited number of MMS transaction records on this form.

DE 0066

Act Date (Action Date) - This mandatory 11-character field contains the date the identified action took place. This field uses the standard date format: day, month, year sequence, DD-MON-YYYY. When entering the action date, type the entire date, including zeros and hyphens to separate the elements. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444. Use Data Element 0066 to obtain appropriate abbreviations for each month.

Example:

Enter January 7, 1979 as 07-JAN-1979.



Type the action date and press NEXT FIELD to continue to the Action Code field.

If you enter the action date using an invalid date format, an invalid day, month or year, one of these error messages appears in the message line:

Date format is DD-MON-YYYY
Date must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712
ERROR: Invalid date

**DE 1775/
2960**

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case. Data Element 1775/2960 contains appropriate action codes for the case type specified.

Only five MMS Transfer actions are allowable on this form. When you access the Action Code field, the following message appears in the message line identifying the allowable MMS action codes:

Valid MMS transaction codes are
095, 094, 059, 061 and 060



Type the action code and press NEXT FIELD to continue to the Action Remarks field.

If you enter an invalid MMS transaction code, the cursor returns to the beginning of the Action Code field and the following message appears in the message line:

**ERROR: Valid MMS transaction codes are
095, 094, 059, 061 and 060**

If you enter an invalid MMS transaction code for the case type, the following message appears in the message line:

Action code is invalid for the case type

LOV is not available from the Action Code field. All valid codes appear in the message line, noted above, upon access to the Action Code field.

NOTE:

Action codes frequently require structured action remarks. Check Data Element 1775 to ensure correct entries in this field.

DE 1775

Act Rmks (Action Remarks) - This optional 21-character alphanumeric field has a free format. If the action remarks exceed 21 characters, enter additional remarks using the Update General Remarks Form - (CASE103F). Action remarks and general remarks can be tied together by using an alphanumeric character enclosed in slash marks, /A/, /01/, etc....



Type the action remarks following the procedures in Data Element 1775. Press NEXT FIELD to continue to the Money Amount field.

Money Amount - This mandatory 13-digit field contains the amount of money received or refunded by MMS on a BLM case reflected in the current money transaction record. This field contains nine spaces for a whole number (with separating commas), a decimal place, and two spaces for the cents.



Type the money amount for the MMS transfer record. Press NEXT FIELD, CREATE RECORD or NEXT RECORD to continue to the Geo State field of next MMS transaction record.

If you enter an invalid character, an error message appears in the message line.

If you attempt to bypass the Money Amount field without entering a value, the following message appears in the message line:

Field must be entered

Continue to enter as many MMS transactions as needed by following the entry instructions for this form.

When you complete your addition of MMS transaction data, press the COMMIT key. The System displays the following message in the message line:

**Transaction completed --
XX records processed**

The cursor returns to the Geo State field of the first record, blanking out all committed records. You may now enter a additional MMS transaction records, or press EXIT to exit the form.

WARNING:

The program does not ask if you want to save your changes before exiting. Press COMMIT to save any changes made before you press EXIT.



Press EXIT to quit the Add MMS Finance Transfer Transactions Form (CASE165F) and return to the last accessed menu

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1.5 Update General Remarks Form (CASE103F)

This form allows you to add, delete and change General Remarks records within an established case.

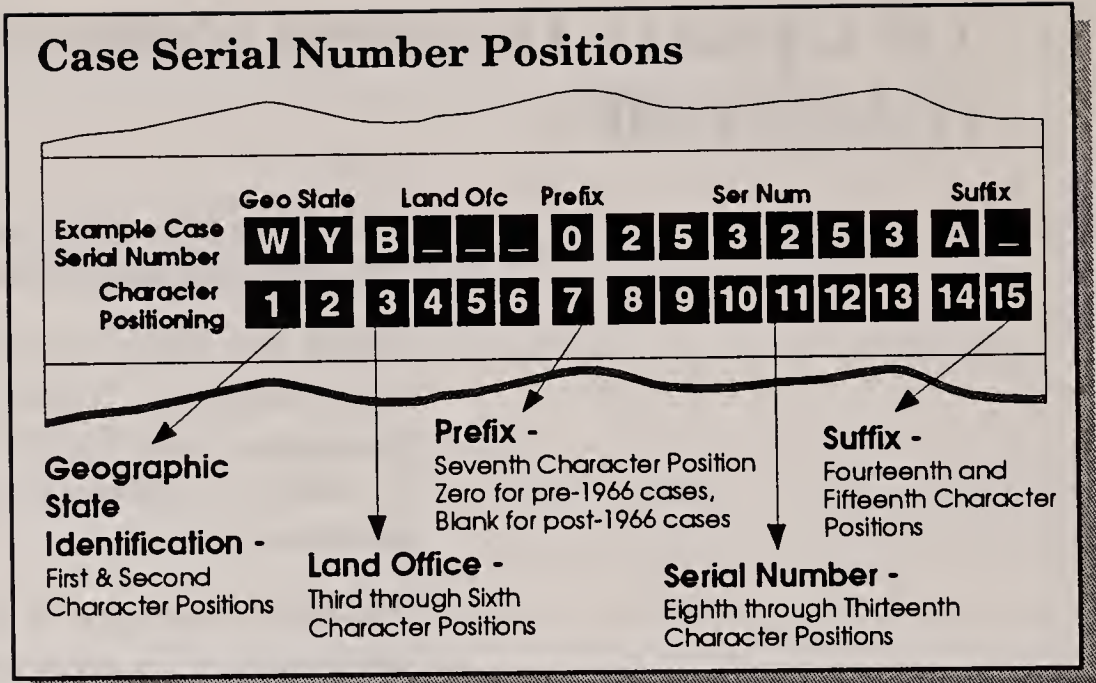
When you select the Update General Remarks option from the Case Processing Menu, the Update General Remarks Form (CASE103F) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

Detailed descriptions and entry data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions for this form.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.

CASE103F		BLM Interim LIS			28-APR-92	
Update General Remarks						
Geo State		Land Ofc	Prefix	Ser Num	Suffix	
Case Ser Num						
<div></div>						
<Show Keys=KP1> <Exit=Esc X>						
LOU						
Char Mode: Replace Page 1				Count: *0		

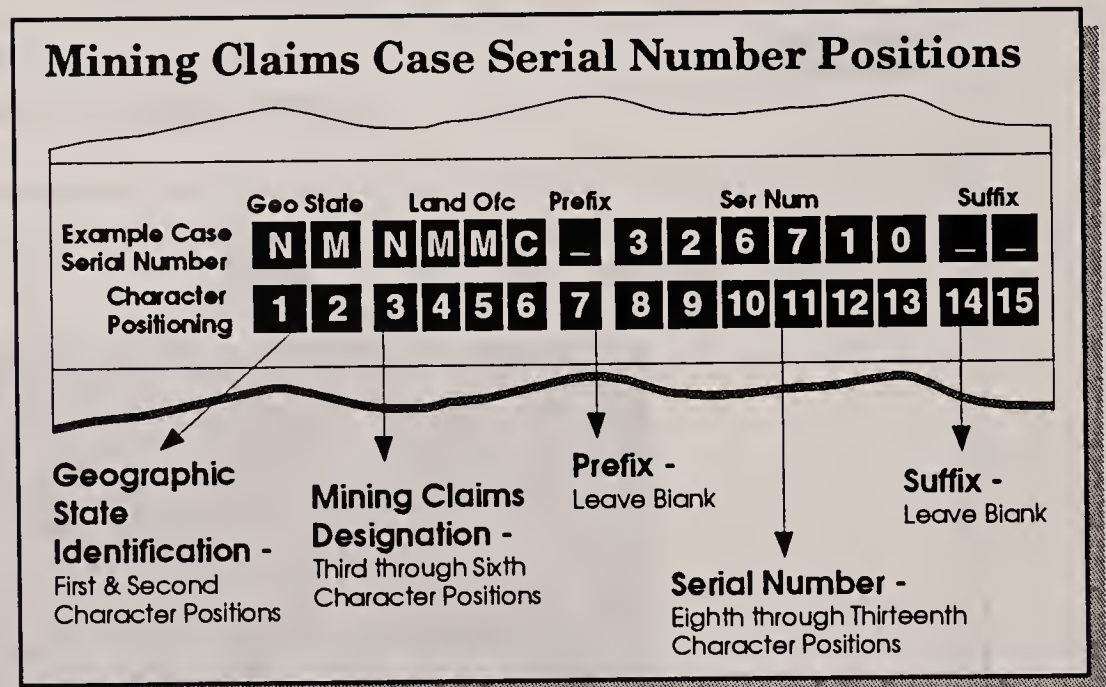
Figure 1 Update General Remarks Form - (CASE103F)



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
 A K F F _ _ _ 0 4 3 8 7 4 _ _
 M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 5 9 1 2 4 _ _

Where the _ denotes a blank space in the case serial number.



Type the appropriate geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following appears in the message line

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following appears in the message line

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following appears in the message line

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to query and access all existing general remarks data on the entered case.

The System will not accept an invalid case serial number, or one which has not been added previously through one of the establish case forms.

The System then verifies the entire case serial number.

If you enter a valid case serial number that has no associated general remarks, the cursor moves into the first position of the first general remarks record and this message appears in the message line:

No Remarks for this Serial Number

If you enter an invalid case serial number, this message appears in the message line:

ERROR: Invalid Serial Number



Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype only a portion of the case serial number.

When you press NEXT FIELD after typing the suffix of a valid case serial number, all existing general remarks, if any, for the current case appear on the Update General Remarks Form (CASE103F).

The cursor moves into the first character of the first record in the General Remarks field. If there are no existing records, the cursor appears in this space for you to enter the first record.

General Remarks - This 52-character per record (line) alphanumeric field contains ten visible records. There is no limit to the number of records of remarks that you can have in the General Remarks field.

NOTE:

All remarks remain in the order displayed on the form. If you insert a record, all subsequent records move down one line.



Press NEXT FIELD at the end of each record to continue to the next record (line). This field does not have a wrap-around feature.

If records already exist, use the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through the existing records.



To change an existing record, use NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET to move the cursor to the beginning of the record you wish to change.

Press the REPLACE key if you are not currently in the default Replace mode; note that the word Replace appears in the status line at the bottom of the form:

Char Mode: Replace



Type the new entry directly over the old entry to replace the old entry with the new information.

If you want to add information to an existing record, press the INSERT key so that the Char Mode: changes to INSERT. Now, when you type in your new data, the existing information in the record shifts to make room for the new text.

Example:

Existing record: /A/ 100% J DYER & S DYER TO JOHN WEBSTER 100%;

Insert second initial to each name:

/A/ 100% J S DYER & S T DYER TO JOHN WEBSTER 100%



To insert a new record where the cursor currently resides, press the CREATE RECORD key. A blank record appears below the current record and the cursor moves into the blank record.

Type your general remarks in the blank record.



To add a new record below the last entry, press the CREATE RECORD key or NEXT RECORD key after the last entry.

NOTE:

To create a new first record, press CREATE RECORD with the cursor in the first record. When the cursor moves into the newly created record, press DUPLICATE RECORD to copy the first record into the second line. Press PREVIOUS RECORD to move the cursor up into the first record. Type over the old text, creating a new first record.



To delete an existing record, place your cursor on the record you want to delete. Press the DELETE RECORD key.

NOTE:

The System removes the record from the field visible to you; however, until you press COMMIT the record remains in the automated case file.



Press COMMIT to save your changes when you complete your edits of the general remarks data for the case displayed. The System displays this message in the message line:

Transaction completed --
X records processed

The System returns the cursor to the Geo State field of the case serial number. You may now enter a new case serial number to Update General Remarks or press EXIT to exit the form.



Press EXIT to exit the Update General Remarks Form (CASE103F).

If you have not yet committed your last edits when you press EXIT, this message appears in the status line:

Do you want to commit the changes you
have made? Y



Press NEXT FIELD on the default Y to commit the changes you have made.



Type **N** and press **NEXT FIELD** to disregard the changes made and exit to the last accessed menu.

If you accept the default **Y**, the System responds with the following message in the message line:

**Transaction completed -- X records
processed. Press any function key
to acknowledge message.**

Press any function key to continue with your exit to the last accessed menu.

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1.6 Update Units/Commodity Form (CASE104F)

This form allows you to add, change or delete units/commodity data within an established case.

Use this form to record the type of commodity authorized for removal through a lease, permit or claim (e.g., when a lease is issued authorizing coal removal from BLM lands to a company), or when changing or deleting a previously entered commodity, unit of measure, quantity or amount.

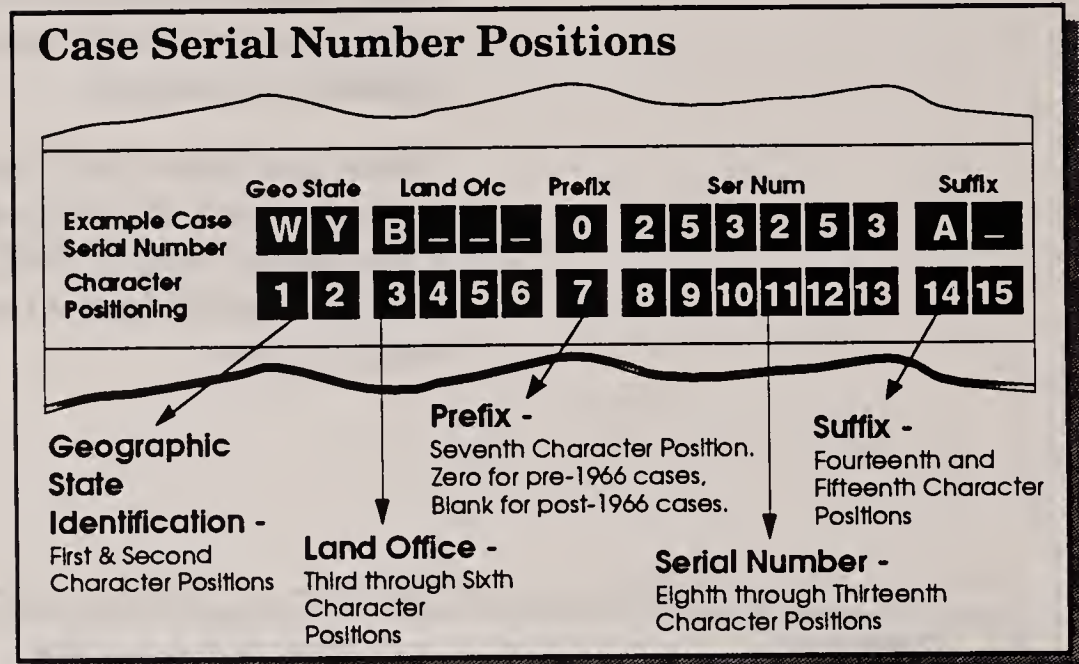
When you select the Update Units/Commodity option from the Case Processing Menu, the Update Units/Commodity Form (CASE104F) appears as in Figure 1, with the cursor in the Geo State field of the case serial number.

CASE104F		BLM Interim LIS			28-APR-92	
Update Units/Commodity						
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix	
Act Num						
Cmdty Code	Meas Code		Meas Qty	Money Amt		
Cmdty Code	Meas Code		Meas Qty	Money Amt		
Cmdty Code	Meas Code		Meas Qty	Money Amt		
<Show Keys=KP1> <Exit=Esc X>					LOU	
Char Mode: Replace Page 1			Count: *0			

Figure 1 Update Units/Commodity Form - (CASE104F)

Detailed descriptions and entry data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions for this form.

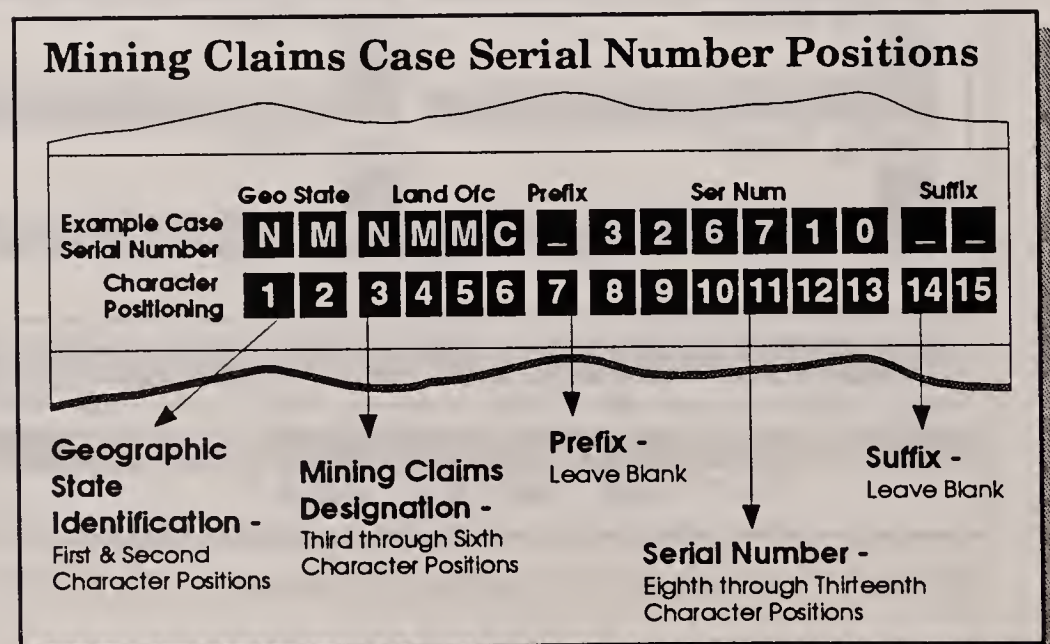
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
 A K F F _ _ _ 0 0 3 7 8 4 _ _
 M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.





Example:

N M N M M C _ 0 1 0 8 7 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the appropriate geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you entered an invalid geo state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geo state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you entered an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geo state.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.



Type the suffix, if appropriate. Press NEXT FIELD to query and access all existing units/commodity data for the entered case.

The database will not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

The System then verifies the entire case serial number. If the case serial number is invalid or does not exist, the System returns this message in the message line:

ERROR: Invalid Serial Number

Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype only a portion of the case serial number.

When you press NEXT FIELD following the entry of a complete and valid case serial number, the cursor moves into the Action Number field. All units/commodity data are associated to the case through the action numbers. Each action number identifies an action taken within the case.

Act Num (Action Number) - The System automatically generates this number in association with each action record entered when establishing a case with action records or updating a case's action records. The action number identifies the sequence in which action codes are entered and cannot be changed. One action number corresponds to one action record within a case.



Type the action number. Press NEXT FIELD to retrieve existing units/commodity data, for the specified action number, into the form.

If the action number has associated units/commodity data, they appear in the fields and the cursor moves into the Cmdty Code field of the first record.

If the action number does not have any associated units/commodity data, the cursor moves into the Cmdty Code field of the first record for entering units/commodity data, and this message appears in the message line:

Query caused no records to be retrieved.

If you press NEXT FIELD on the Action Number field without entering a value, this message appears in the message line:

ERROR: Mandatory field has not been entered

If you enter an invalid action number, the following message appears in message line.

ERROR: Invalid Action Number

If you do not know the appropriate action number, press LOV to access the Case Serial Number/Action Number Lookup screen, or press EXECUTE QUERY with the cursor in the blank Action Number field to access all action numbers within the case.

NOTE:

If you press EXECUTE QUERY with no value in the Act Num field, the System retrieves any existing data associated with the first action number and displays the data in the units/commodity fields.

LOV ♥

When you access the Case Serial Number/Action Number Lookup LOV Screen, Figure 2, from the Action Number field, all valid Action Numbers for this case appear in the Action Number Lookup Matrix. Your cursor appears in the Serial Number column.

Serial Number	Action Num	Code/Description
---------------	------------	------------------

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Case Serial Number/Action Number Lookup LOV Screen (DICT134F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid action records for the case.

*You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the columns and place your cursor in the Serial Number field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

*Press **EXECUTE QUERY** to retrieve data that match your query parameters.*

LOV EXAMPLE:

*Press **ENTER QUERY**.*

*Press **NEXT FIELD** key to move the cursor to the Code field.*

Type 458 in the Code field.

*Press **EXECUTE QUERY**.*

All action numbers with an action code of 458 - ROW Attributes appear in the fields.

*Select the desired value using the **NEXT / PREVIOUS RECORD** keys, moving the cursor vertically through the values.*

*Press **NEXT FIELD** to retrieve the selected value.*

*Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.*



Use the **PREVIOUS FIELD** key to return the cursor into the Action Number field. Press **NEXT RECORD** with the cursor in the Action Number field to view the next action number and any associated units/commodity data.

If the next action number does not have associated units/commodity data, the cursor moves into the Geo State field of the case serial number. Use the **NEXT / PREVIOUS RECORD** keys to scroll through the action numbers for the current case. You do not need to move the cursor back into the Action Number field to scroll. If there are no commodity records for a given action record, the following message appears in the message line:

Query caused no records to be retrieved

When there are no more action numbers for the current case, an asterisk appears next to the record count in the status line, e.g., *9.



Press NEXT BLOCK or NEXT FIELD to move from the Case Serial Number or Action Number fields into the Cmdty Code field when you locate the appropriate action number.

WARNING:

There is no edit between the Case Type/Action Code and the Commodity Codes entered on this form. Follow the BLM Standards when entering commodity codes.



To add a units/commodity record, press CREATE RECORD with the cursor in the Commodity Code field with the appropriate action number displayed. A blank record for entry appears beneath the current record.

DE 2508
Or...
LOV ♥

Cmdty Code (Commodity Code) - This three-digit numeric field identifies the type of commodity described in the transaction for the current action. Data Element 2508 and LOV contain valid lists of commodity codes.

Example:

251 GEMSTONE, DIAMOND
252 GEMSTONE, RUBY



Type the commodity code in the space provided, leaving unused positions blank. Press NEXT FIELD to continue to the Measurement Code field.

If you enter an invalid commodity code, the following message appears in the message line:

ERROR: Invalid Commodity Code

If you do not know the appropriate commodity code, press LOV to access the on-line list of valid codes.

LOV ♥

When you access the Commodity Code LOV Screen, Figure 3, from the Commodity Code field, all valid Commodity Codes appear on the LOV screen, with your cursor in the Code field.

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid Commodity Codes.

You may also query a particular value following the ENTER/EXECUTE QUERY procedures.

DICT119F		BLM Interim LIS	28-APR-92
		Commodity Code (2508)	
Code	Description		
011	ALUMINUM,BAUXITE		
012	ALUMINUM,CLAY		
014	ALUMINUM,DAWSONITE		
015	ALUMINUM,ANDALUSITE		
016	ALUMINUM, SAPROLITE		
017	ALUMINUM,ALUNITE		
018	ALUMINUM,ALUM. SHALE		
019	ALUMINUM,OTHER		
020	ANTIMONY		
022	ANTIMONY,STIBNITE		
<Show Keys=KP1> <Exit=Esc X>			
v Char Mode: Replace Page 1		Count: 10	

Figure 3 Commodity Code LOV Screen (DICT119F)

Press **ENTER QUERY** to clear the columns and place your cursor in the Code field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the Description field.

Type **GEMSTONE%** in the Description field.

Press **EXECUTE QUERY**.

All codes with a Gemstone description and their corresponding codes appear in the columns as follows:

Code	Description
251	GEMSTONE, DIAMOND
252	GEMSTONE, RUBY
253	GEMSTONE, SAPPHIRE
254	GEMSTONE, EMERALD
255	GEMSTONE, SEMIPREC SIL
256	GEMSTONE, SEMIPREC OTH
257	GEMSTONE, NONPRECIOUS
258	GEMSTONE, CORAL, COMMON
259	GEMSTONE, CORAL, PREC

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

DE 5872
Or...
LOV ♥

Meas Code (Measurement Code) - This three-digit field identifies the units of measure of timber, vegetal and mineral products sold, leased, permitted, claimed, etc.... It also contains right-of-way attributes, i.e., length and width, pipeline diameter, and powerline voltage. Data Element 5872 and LOV contain valid measurement codes.

Examples:

Measurement Code 154 represents the unit of miles.

Measurement Code 005 represents net cubic feet.



Type the measurement code in the space provided. Press NEXT FIELD to continue to the Measurement Quantity field.

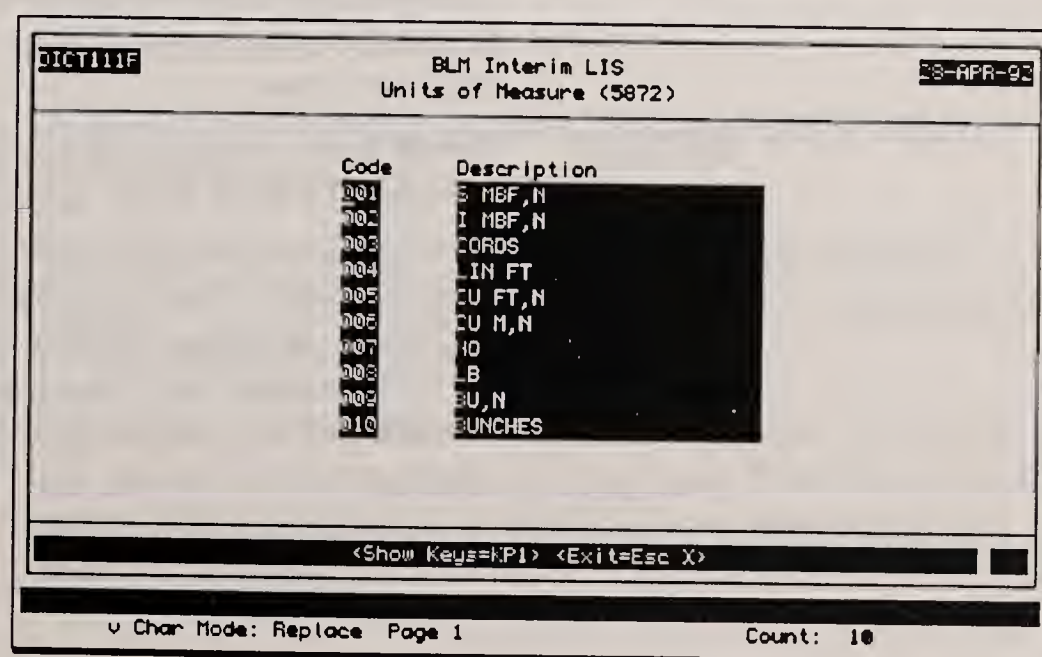
If you enter an invalid measurement code, the following message appears in the message line:

ERROR: Invalid Measurement Code

If you do not know the appropriate measurement code, press LOV to access the on-line list of valid codes.

LOV ♥

When you access the Measurement Code LOV Screen, Figure 4, from the Measurement Code field, all valid measurement codes appear on the LOV screen, with your cursor in the Code field.



Code	Description
001	MBF, N
002	I MBF, N
003	CORDS
004	IN FT
005	CU FT, N
006	CU M, N
007	LB
008	BU, N
009	UNCHES
010	

Figure 4 Units of Measure LOV Screen (DICT111F)

Use the *NEXT/PREVIOUS RECORD* keys and the *NEXT/PREVIOUS SET* keys to scroll through the valid measurement codes.

You may also query a particular value following the *ENTER/EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the fields and place your cursor in the *Code* field. Use the *NEXT FIELD* key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, *%*, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

LOV Example:

Press *ENTER QUERY*.

Use the *NEXT FIELD* key to move the cursor to the *Description* field.

Type *T%* in the *Description* field.

Press *EXECUTE QUERY*.

All codes with descriptions that begin with *T* and their corresponding codes appear in the columns as follows:

Code	Description
011	TON
035	TOTAL ACRES IN CASE
036	TOTAL SQ FT IN CASE
043	TOTAL VALUE

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to retrieve the selected value.

Press *EXIT* to exit the *LOV* screen without retrieving any of the displayed values.

DE 2539

Meas Qnty (Measurement Quantity) - This partitioned 12-digit field contains the quantity (number) of units (measurement code) of the commodity for this action. The first eight digits contain the whole number of units. The second four digits, following the decimal point, contain any fractional amounts of the units. Refer to Data Element 2539 for specific entry procedures.

Example:

15.000
1293456.123
.192



Type the whole number quantity. Press NEXT FIELD to continue to the decimal portion. Type the decimal quantity (if any). Press NEXT FIELD to continue to the Money Amount field.

If you enter a measurement quantity without entering a measurement code, the following message appears in the message line:

**ERROR: Must enter a Measurement Code
if Measurement Quantity is entered**

NOTE:

If a ROW attribute is unknown or variable, enter UNK or VAR in action remarks.

Money Amt (Money Amount) - This 11-digit numeric field contains two parts, nine digits for a whole number value and two digits for a decimal portion. This field records money amounts paid or received for the identified commodity.

NOTE:

Do not type the \$. Type dollars and cents without commas or decimals.



Type the whole dollar amount. Press NEXT FIELD to continue to the decimal portion.

Type the cents amount, if any. Press NEXT FIELD or NEXT RECORD to continue to the next units/commodity record for this action number.



To change an existing units/commodity record, access the correct action number for the case. Place the cursor, using NEXT/PREVIOUS RECORD, on the record you want to change.

Use the NEXT/PREVIOUS FIELD key to move the cursor through the current values in the record. Make your changes as needed.

To clear a field for update, press CLEAR FIELD, then type the updated value.



To delete an existing record, place the cursor in the Commodity Code field of the record you want to delete. Press the DELETE RECORD key.

NOTE:

The System erases the current record from the form, however; until you COMMIT your changes to this case, the data still reside in the automated case file.



To continue to the next action number to update, add, change and delete, units/commodity data associated with another action within the same case, press PREVIOUS BLOCK to return the cursor to the Geo State field of the case serial number.

WARNING:

If you make changes to units/commodity data for a particular action number, you must commit your changes before accessing a new action number within the same case. The System queries the case serial number when it queries the action record from the Action Number field, requiring that you save changes to a previous query prior to executing a new query.

Press NEXT FIELD to move the cursor to the Action Number field, or if you queried all action numbers for this case use the NEXT/PREVIOUS RECORD keys to scroll through the action numbers.



Type the appropriate action number or press LOV for a list of valid action numbers for this case. Refer to the Action Number Lookup LOV description on page 5.

Follow the previous descriptions for adding, deleting and changing units/commodity records for an action number.



Press COMMIT to save your changes when you complete your edits of the units/commodity data for the case displayed. The System displays this message in the message line:

**Transaction completed --
X records processed**

The System returns the cursor to the Geo State field of the case serial number.



Press EXIT to exit the Update Units/Commodity Form (CASE104F).

If you have not yet committed your last edits when you press EXIT, this message appears in the status line:

**Do you want to commit the changes
you have made? Y**

Press NEXT FIELD on the default Y to commit the changes you have made.



Type N and press NEXT FIELD to disregard the changes made and exit to the last accessed menu.

If you accept the default Y, the System responds with the following message in the message line:

**Transaction completed -- X records
processed. Press any function key to
acknowledge message.**

Press any function key to continue with your exit to the last accessed menu.

This page intentionally left blank.

1.7 Update U.S. Rights Form (CASE105F)

This form allows you to add, change or delete U.S. Rights associated with a particular case serial number. The U. S. Rights data are related to a case through an action/land relationship. For each action/land combination, the federal government may reserve U.S. rights.

U.S. Rights and Title information must relate to both a case land record and an action record. The action and land records must be linked before associating U.S. Rights.

Example:

A parcel of land is patented and the U.S. reserves rights for ditches and canals. The action "patented" affects a particular parcel of land, or case land record, and the U.S. rights associated with the patent of the parcel are noted in the action to land relationship.

CASE105F		BLM Interim LIS Update U.S. Rights				28-APR-92	
Case Ser Num		Geo State	Land Ofc	Prefix	Ser Num	Suffix	
Act Num		Act Date	Act Code		Par		
Stat	Land Num	Mer	Twp	Rng	Sec	Aliq	Part
							US Rights Code
							Land Num Rng: to
Char Mode: Replace Page 1				Count: *0			

Figure 1 Update U.S. Rights Form (CASE105F)

NOTE:

All U.S. Rights data are associated with an action/land relationship. This relationship must exist before reserving U.S Rights. Use the Update Action/Land Relationship Form (CASE101F) to establish the action to land link.

Use the Update U. S. Rights Form (CASE105F) to record a land transaction reserving certain rights to the United States (e.g., when a patent is issued reserving oil and gas to the U.S.), to copy rights within a case action from one land number to another, or to change or delete a previously entered reservation.

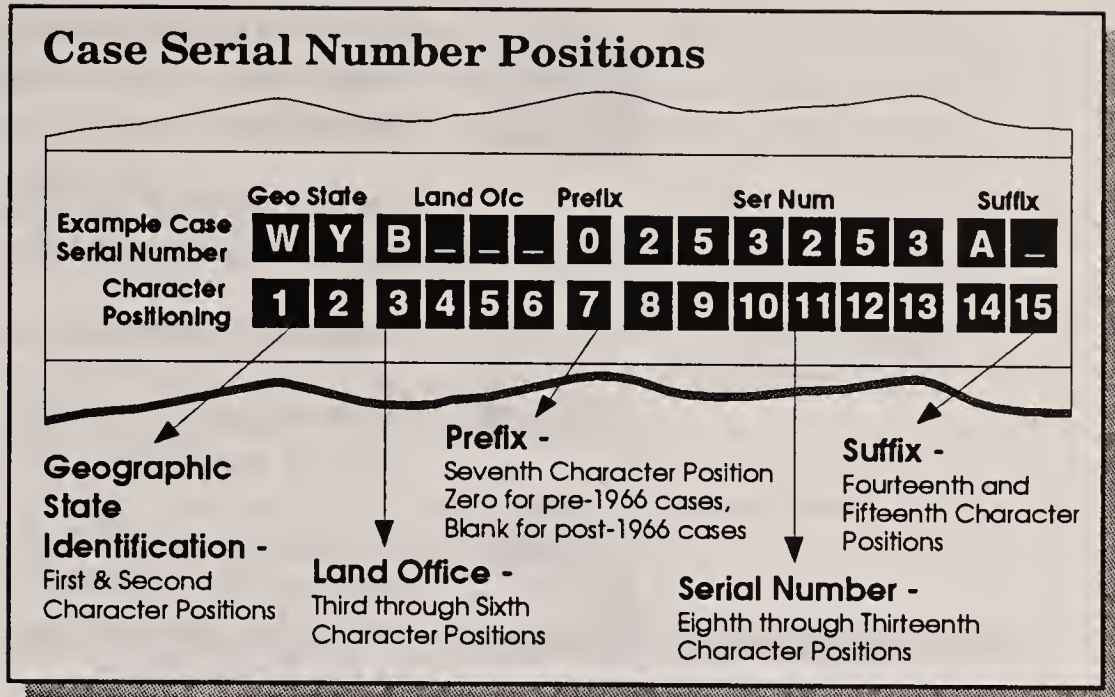
NOTE:

You may link U.S. rights to individual action/land records or to a range of land records.

When you select the Update U.S. Rights option from the Case Processing Menu, the Update U.S. Rights Form (CASE105F) appears as shown in Figure 1, with the cursor in the Geo State field of the case serial number.

Detailed descriptions of the fields on this form and appropriate data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions for this form.

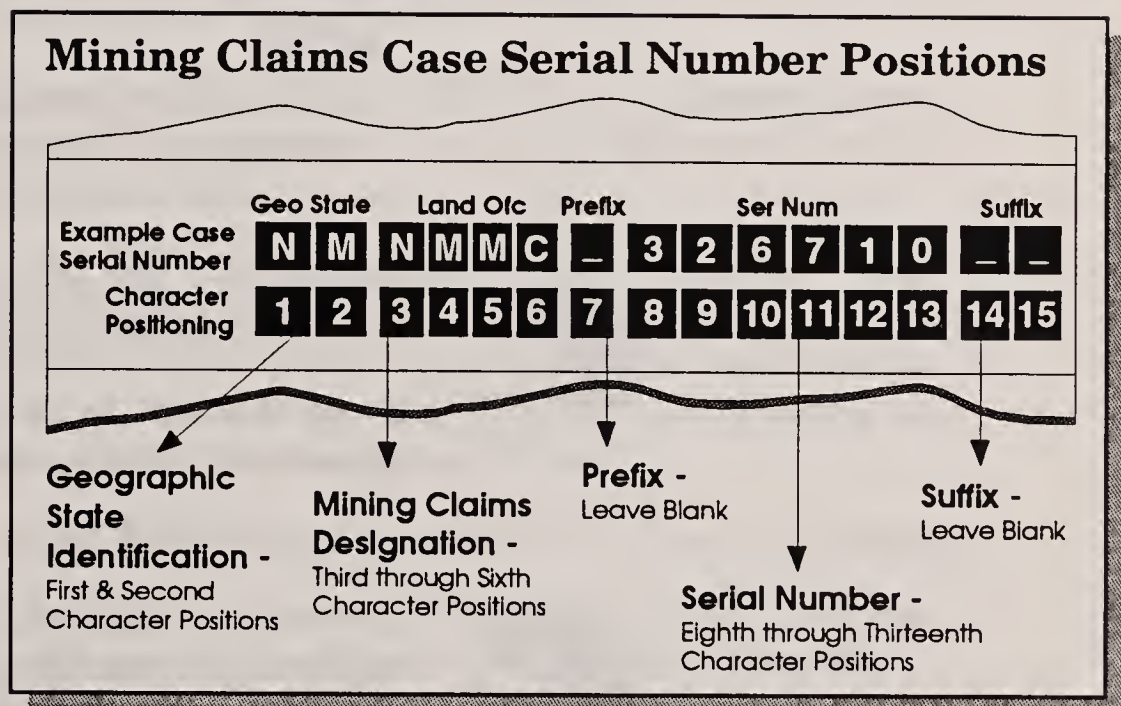
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each lands, minerals and mining claims case must have a unique case serial number within the automated systems of the BLM.



Example:

W	Y	W	_	_	_	6	0	0	4	7	8	_	_
A	K	F	F	_	_	0	4	3	8	7	4	_	_
M	T	B	L	M	A	0	0	2	4	7	6	3	_

Where the _ denotes a blank space in the Case Serial Number.



Example:

N	M	N	M	M	C	_	0	1	0	7	8	6	_	_
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Where the _ denotes a blank space in the Case Serial Number.



Type the appropriate geo state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geo state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

If you do not know the appropriate geo state, press LOV for an on-line list of valid serial numbers.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

If you do not know the appropriate land office code, press LOV to obtain an on-line list of valid codes.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number of the case you want to update beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate. Press NEXT FIELD to continue to the Act Num field.

If you enter an invalid case serial number, or one which has not been added previously using one of the establish case forms, the following message appears in the message line:

ERROR: Invalid serial number

If you enter a serial case number that does not contain any valid action to land connections, the following message appears in the message line:

**ERROR: No action to land connections
for this Serial Number**

NOTE:

Your case serial number must already contain at least one action to land record connection.

When you enter a valid case serial number containing valid action to land relationships, the last action record linked to lands (by action date) appears in the action block, and all land records linked to the current action record appear in the case land block.



Press the PREVIOUS/NEXT RECORD keys to scroll through the actions connected to land records in the displayed case.

If any U.S. rights exist for the current action to land relationship, they appear in the U.S. rights block, to the right of the lands. If no U.S. rights are linked to the current action to land relationship, the following message appears in the message line:

Query caused no records to be retrieved.

When you attempt to scroll beyond the first and last action record, the following messages respectively appear in the message line:

At first record

At last record

NOTE:

Each land record may have different U.S. rights reserved under the current action to land relationship.



Press NEXT FIELD or NEXT BLOCK to move the cursor into the land records block. Press PREVIOUS FIELD or PREVIOUS BLOCK to return to the Action Number field.

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid land records linked to the displayed action record.

As you access each land record, either existing U.S. rights appear in the U.S. rights block, or the following message appears in the message line for each land record:

Query caused no records to be retrieved.



Press NEXT FIELD or NEXT BLOCK to continue to the U.S. rights block when you have the appropriate action record displayed in the action block and the desired land record selected with the cursor (arrow) in the land block.

DE 2507
Or...
LOV ♥

U.S. Rights Code - This three-digit field identifies rights reserved, created and/or retained, by the U.S. when issuing a deed, patent or other instrument of conveyance. Data Element 2507 and LOV contains valid U.S. rights codes.

Reservation of rights occurs when the granting clause of the conveyance document excludes a portion of the rights which would normally pass to the grantor by the description in the document, but reserves those rights to the U.S.



Type the U.S. rights code that you want to associate with the current action to land connection.

Press NEXT RECORD or CREATE RECORD to enter another U.S. rights code or press NEXT FIELD to continue to the Land Number Range field.

If you enter an invalid U.S. rights code, the following message appears in the message line:

ERROR: Invalid U.S. Rights Code

If you do not know the appropriate U.S. rights code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the U.S. Rights LOV Screen, Figure 2, from the U.S. Rights Code field, all valid U.S. rights codes appear in the Code field with corresponding descriptions in the Description field. Your cursor appears in the first position of the Code field.

Code	Description
001	NONE
003	ABRASIVE, CORUNDUM
004	ABRASIVE, DIAMOND
005	ABRASIVE, DIAMOND, IND
006	ABRASIVE, EMERY
007	ABRASIVE, GARNET COM
008	ABRASIVE, GARNET GEM
010	AIR SPACE
013	ALL LEASEABLE MIN.
020	ALL LOCATABLE MIN.

<Show Keys=F1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 2 U.S. Rights LOV Screen (DICT130F)

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid U.S. rights codes and their associated descriptions.

You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Code field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Use the wildcard character with discretion, as broad queries, using more than one or two wildcard characters, may deteriorate System performance.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the Description field.

Type **COAL%** in the Description field.

Press **EXECUTE QUERY**.

The U.S. rights codes with **COAL** as part of the description appear in the fields.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to retrieve the selected value.

Press *EXIT* to exit the *LOV* screen without retrieving any of the displayed values.



Press **COMMIT** to save the entered U.S. rights to the selected action to land connection.

To change an existing U.S. rights code associated with an action to land relationship, follow the procedures above to display the correct action/land record.

Press **NEXT FIELD** to access the U.S. rights associated with the current land record.

Use the **NEXT/PREVIOUS RECORD** keys to locate the code you want to change.



Type the new U.S. rights code, replacing the existing code.

Press **COMMIT** to save your change.



To add another U.S. rights code to an existing action/land record, press **CREATE RECORD** to generate a new U.S. rights record in the U.S. rights block.

Type the new code.

Press **COMMIT** to save the addition.



To delete an existing U.S. rights record for a single land record, place the cursor on the record you want to delete in the U.S. block using the **NEXT/PREVIOUS RECORD** keys.

Press **DELETE RECORD**.

Press **COMMIT** to save the deletion.

NOTE:

The System removes the record from the form; however, until you press **COMMIT** the record remains in the automated case file.

Whenever you commit a change, addition or deletion, the System verifies the transaction with the following message:

Transaction completed -
% records processed.



To add U.S. rights to a range of land numbers linked to the current action record, move the cursor into the case land block. Select the first land record in the range to which you want to add U.S. rights.

Press NEXT FIELD or NEXT BLOCK to continue to the U.S. Rights Code block.



Type the appropriate code for the U.S. rights that you want to link to the range of land records.

NOTE:

All the U.S. rights displayed for the current land record will be linked to the range you enter.



Press NEXT FIELD or NEXT BLOCK to move into the Land Number Range Field.

Type the land number of the first land record in the range of lands to which you want to associate all displayed U.S. rights. Press NEXT FIELD to continue to the second field of the range.

The second portion of the range fields defaults to the land number entered in the first field.



Press CLEAR FIELD to clear the second field. Type the last land record number in the range. Press NEXT FIELD. The following message appears in the message line:

Use <COMMIT> to add or <DEL-REC> to delete these U.S. Rights.



Press COMMIT to save the displayed U.S. rights to all of the land records within the specified range and linked to the displayed action record.

The following message appears in the message line when the records are saved for the first land record in the range:

Transaction completed –
X records processed.

The displayed rights commit to the first land in the range. Then the following message appears in the message line:

Press COMMIT again if adding Rights to multiple lands.

Press COMMIT again to save the displayed rights to the other land records in the range. The following message appears when the displayed U.S. Rights are saved to the remaining land records:

Transaction completed. X records processed.

Each U.S. right should be counted once in each land record, e.g., with five land records and two U.S. rights the total numbered transactions should be ten, including the first record previously committed.



Press DELETE RECORD to delete all U.S. Rights associated with the land records in the specified range.

WARNING:

This may include U.S. Rights for this Land Number Range that are not displayed for the current land record.



When you press DELETE RECORD the following message appears in the message line:

WARNING: This will delete all U.S. Rights for this Land Number Range.



Press any function key to acknowledge message.

The following message appears in the message line:

Press <ESC> to delete all U.S. Rights in this range.

The following message appears in the message line when the records are deleted:

**Transaction completed –
X records processed.**



Press EXIT to exit form and return to the last accessed menu.

1.8 Update Geographic Name Form (CASE102F)

This form allows you to add, change or delete geographic or site names on cases already assigned a case serial number and established within the System. There is no limit to the number of geographic names that can be associated with a case.



Do not use the Update Geographic Name Form for mining claim names on mining claim cases. Use the Case Header Record Form (CASE110F), Claim Name field to edit mining claim names. The exception exists for claim names associated with mineral patent cases which can be added to the patented case using the Update Geographic Name Form (CASE102F).

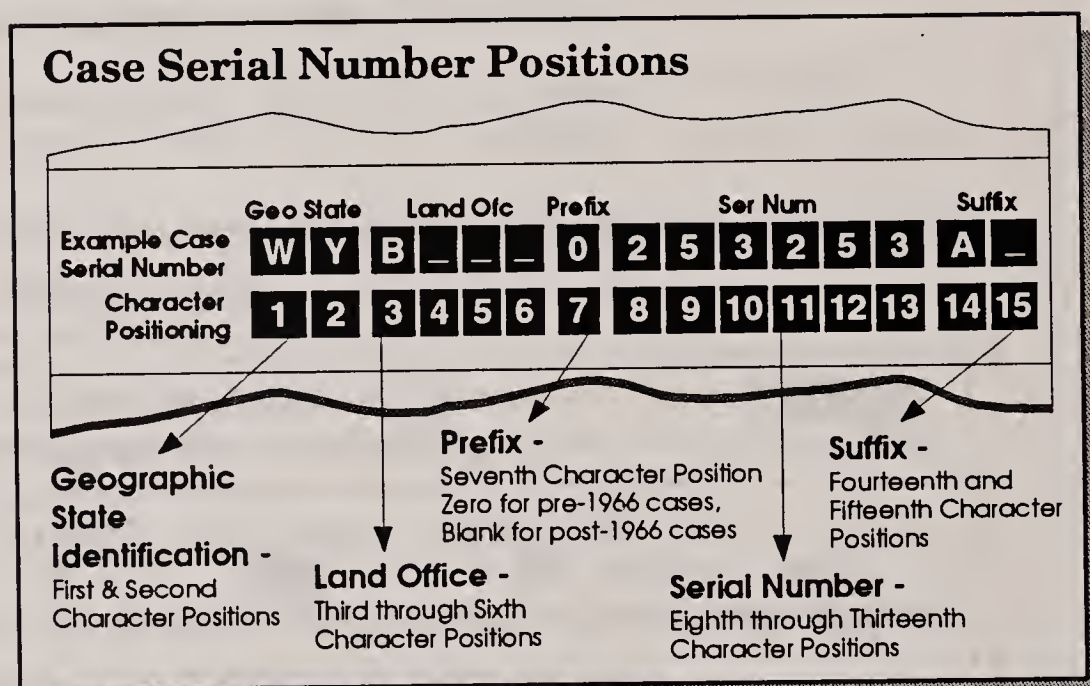
CASE102F		BLM Interim LIS			28-APR-92	
Update Geographic Name						
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix	
Geo Name						
<Show Keys=KP1> <Exit=Esc X> LOU						
Char Mode: Replace Page 1				Count: *0		

Figure 1 Update Geo Name Form - (CASE102F)

When you select the Update Geographic Name Form from the Case Processing Menu, the Update Geographic Name Form (CASE102F) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

Brief descriptions and entry data precede the entry instructions for each field. The *Interim System Reference Guide* contains detailed descriptions of the fields on this form.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

```

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
A K F F _ _ _ 0 4 3 7 8 4 _ _
M T B L M A 0 0 2 4 7 6 3 _ _

```

Where the _ denotes a blank space in the case serial number.



Type the appropriate geo state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geo state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid Geo Status.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geo state.



Mining Claims Designations

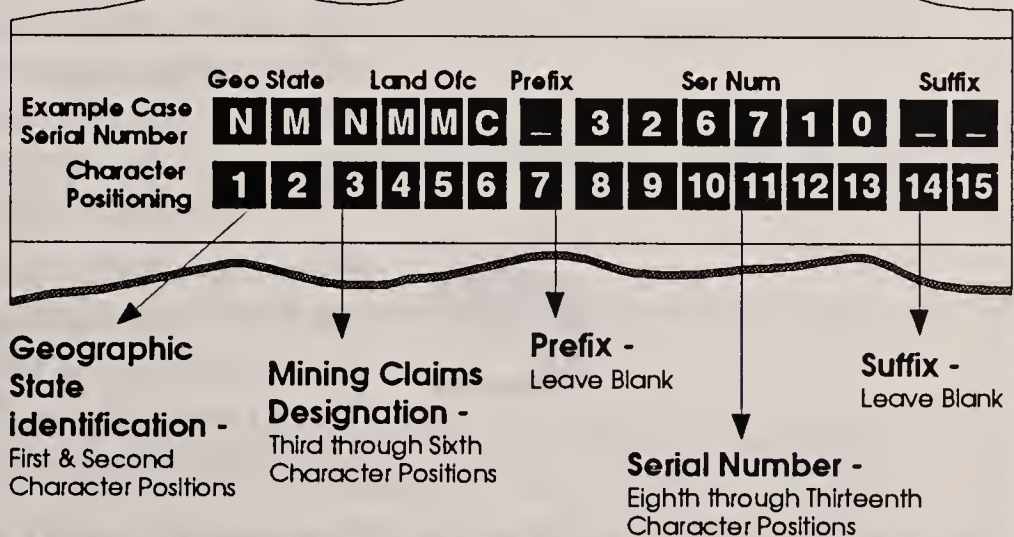
State

Arizona
California
Colorado
Eastern States
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Wyoming

Mining Claims Designation

AMC
CAMC
CMC
ESMC
IMC
MMC
NMC
NMMC
ORMC
UMC
WMC

Mining Claims Case Serial Number Positions



Example:

N M N M M C _ 0 1 0 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.

NOTE:

Only certain land and mineral case types used prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to query and access all existing geo name data on the entered case.

The System does not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

The System verifies the entire case serial number, either retrieving existing data for the case entered or returning the following error in the message line:

ERROR: Invalid Serial Number



Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype one or more fields in the case serial number.

When you press NEXT FIELD after entering the suffix (if applicable) of a valid case serial number, all existing geo name records for the current case appear in the multiple-record Geo Name field. If the case already has associated geographic names, they appear in alphabetic order.

Your cursor appears in the left-most space of the first line of the Geographic Name field.

Geo Name (Geographic Name) - This ten-line record, 40-characters/line, alphanumeric field identifies geographic or site names associated with a case. Each geographic name constitutes a separate record limited to one line in length. Although only ten records are visible at a time, the System maintains an unlimited number of geo name records.



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through additional records.

Example:

Mary Point Light
Turnagain Arm Light
Turner Point Light

NOTE:

When entering geographic name data, limit each entry to one line or record (40 characters) as the System stores and retrieves each record in alphabetical order; which means if a record extends beyond one line, the two lines may not appear in order when the system alphabetizes the records.

If you attempt to enter a geographic name record identical to an existing Geo Name record, the following error appears in the message line when you attempt to commit the changes:

ERROR: This Geo Name is already on file for this serial number.

Delete the duplicate record before proceeding with your update.

If a geographic name record(s) already exists, press NEXT RECORD to move the cursor to the next available record for entry. You may need to press NEXT RECORD several times to move into a clear record.

If a case contains multiple geographic name entries, press NEXT SET/PREVIOUS SET to move the cursor down or up, respectively, by screen.

Or, press **CREATE RECORD** to add a new record below the cursor. Using **CREATE RECORD** automatically moves the cursor to a blank record line.



Type the geographic name data, one record per line, in the blank record space.

When you complete a record, press **NEXT RECORD** or **CREATE RECORD** to continue with additional entries for this case serial number.



To change an existing entry, use the **NEXT/PREVIOUS RECORD** keys to move the cursor to the beginning of the record you wish to change.

Press the **INSERT/REPLACE** key if you are not currently in the default Replace mode, note that the word **Replace** appears in the status line at the bottom of the form:

Char Mode: Replace



Type the new entry directly over the old entry to replace the old entry.

To add new data to an existing record, use the **NEXT/PREVIOUS RECORD** keys to move the cursor to the beginning of the record to which you wish to add data. Use the **LEFT** and **RIGHT** arrow keys to move the cursor to the character position within the record where you want to add data.

Press the **INSERT/REPLACE** key until the word **Insert** appears in the status line at the bottom of the form:

Char Mode: Insert



Type the additional data to insert within an existing entry while in the **Insert** character mode.

NOTE:

If an existing record already contains 40 characters and you attempt to **Insert** additional data, the following error message appears:

Field is full. Can't insert character.



To delete an existing record, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to place the cursor at the beginning of the record you wish to delete.

Press the DELETE RECORD or CLEAR RECORD key on your keyboard.

NOTE:

The System deletes the current record from the form; however, if you exit the form without committing your changes, all records deleted during this session remain in the case file.



Press the COMMIT key when you complete your edits, adding, changing and deleting, to the geographic name data for the case displayed. The System displays the following message in the message line at the bottom of the page:

Transaction completed --
X records processed.

The system returns the cursor to the Geo State field of the case serial number. You may now enter a new case serial number to update geographic name or press EXIT to exit the form.



Press EXIT to exit this form and return to the last accessed menu.

If you have not yet committed your last edits, the following message appears in the status line at the bottom of the page when you press EXIT:

Do you want to commit the changes
you have made? Y



Press NEXT FIELD on the default Y to commit the data. The system will respond with the following message:

Transaction complete -- X records
processed. Press any function key to
acknowledge.

Press any function key to exit to the last accessed menu.

Type **N** and press **NEXT FIELD** to disregard the changes you made and exit to the last accessed menu.

WARNING:

When you attempt to commit your changes, particularly if you have made changes to other records, the following message may appear if you attempted to insert data into a record consisting of 40 characters:

ERROR: This Geo Name is already on file for this serial number.

Although no actual changes have been made to the record in which you attempted to insert data, the System triggers were tripped when you accessed the record. Because of this, the System believes that a change occurred to the record, but it also recognizes that it is the same as the record in the database. Consequently, the System does not want to save a record it already has. The same error occurs when you make a change to a record and change the record back to its original condition prior to committing.

To resolve this problem of saving the changes you made to other records without deleting the record the System thinks you changed, follow these steps.

With the cursor in the record causing the error, press **CREATE RECORD**. In the new record, press **DUPLICATE RECORD**. The record above appears in the record you just created. Move the cursor back to the first record using the **PREVIOUS RECORD** key. Press the **DELETE RECORD** key to delete the record causing the error. You may now continue with your commit without losing any of your changes.

1.9 Lock/Unlock Action/Land Records Menu

Through the Lock/Unlock Action/Land Records Menu you may access forms that allow you to lock and unlock all action records for one or more cases as of a particular date, and lock and unlock all land records within a specified case or cases.

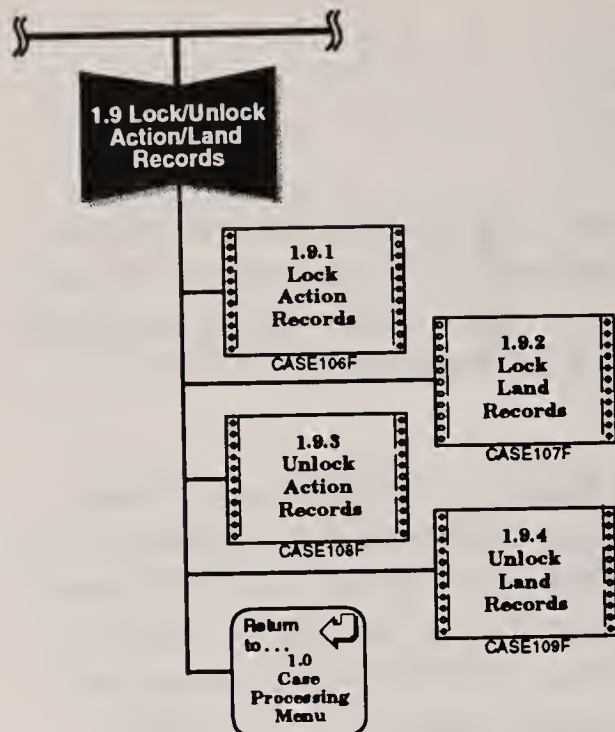
In the Case Processing Menu, select the Lock/Unlock Action/Land Records Menu option by moving the cursor using the NEXT RECORD/PREVIOUS RECORD keys, or by typing the option number in the Option Number field below the menu. Press NEXT FIELD to execute your choice. The Lock/Unlock Action/Land Records Menu appears as shown in Figure 1.

There are four available options on the Lock/Unlock Action/Land Records Menu to lock and unlock records.

The screenshot shows a terminal window with the following layout:

- Top bar: **UTIL505F** on the left, **BLM Interim LIS** in the center, and **29-APR-92** on the right.
- Menu title: **Lock/Unlock Action/Land Records Menu** (centered below the top bar).
- Menu list (on a black background):
 - > 1.Lock Action Records
 - 2.Lock Land Records
 - 3.Unlock Action Records
 - 4.Unlock Land Records
 - 5.Case Processing Menu
- Input fields: **Option Number:** followed by a small black box, and **QXFER:** followed by a small black box.
- Footer bar: **<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>**
- Bottom status bar: **Char Mode: Replace Page 1** on the left and **Count: *0** on the right.

Figure 1 Lock/Unlock Action/Land Records Menu



The following summaries describe the purpose of each menu option:

Option 1 - Lock Action Records (CASE106F)

allows you to lock existing action records for one or more cases as of a specified action date. This generates an action record for the lock action, 920 - Action Record Locked.

Option 2 - Lock Land Records (CASE107F)

allows you to lock all existing land records for a one or more cases. This generates an action record for the lock action, 975 - Land Description Locked.

Option 3 - Unlock Action Records (CASE108F)

allows you to unlock previously locked action records for a specific case.

Option 4 - Unlock Land Records (CASE109F)

allows you to unlock all previously locked land records for a specific case.

NOTE:

Unlocking records deletes the lock action from the case.

This section documents the information on all of these forms, their related data fields and how to use the individual forms.

Select your option using the NEXT/PREVIOUS RECORD keys, typing the option number in the Option Number field, or using the QXFER field and typing the Program Number (e.g., CASE106F).

Press NEXT FIELD to execute your selection and continue with your Lock/Unlock records tasks.



1.9.1 Lock Action Records Form (CASE106F)

This form allows you to lock the action records of one or more cases, where the action date falls on the same day or before the date noted to lock the records. When you use this form, existing action records prior to the lock date may not be deleted or changed until you unlock the action records using the Unlock Action Records Form (CASE108F). However, you may continue to add action records to the case with a date later than the lock date.

Use the Lock Action Records Form (CASE106F) when the action records for a case, or cases, require restricted access.

When you select the Lock Action Records option from the Lock/Unlock Action/Land Records Menu, the Lock Action Records Form (CASE106F) appears as shown in Figure 1, with the cursor in the Geo State field of the first case serial number.

Beginning Case Serial Number					Ending Case Serial Number						
Geo St	Land Ofc	Pre fix	Serial Number	Suf fix	thru	Geo St	Land Ofc	Pre fix	Serial Number	Suf fix	Lock Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> Empl Intl <input type="text"/>			<input type="text"/> Ofc Code <input type="text"/>			<input type="text"/> Action Lock Word <input type="text"/>					
<input type="button" value="Show Keys=KP1"/> <input type="button" value="Exit=Esc X"/> <input type="button" value="Commit=KP0"/> LOU											

Char Mode: Replace Page 1 Count: *0

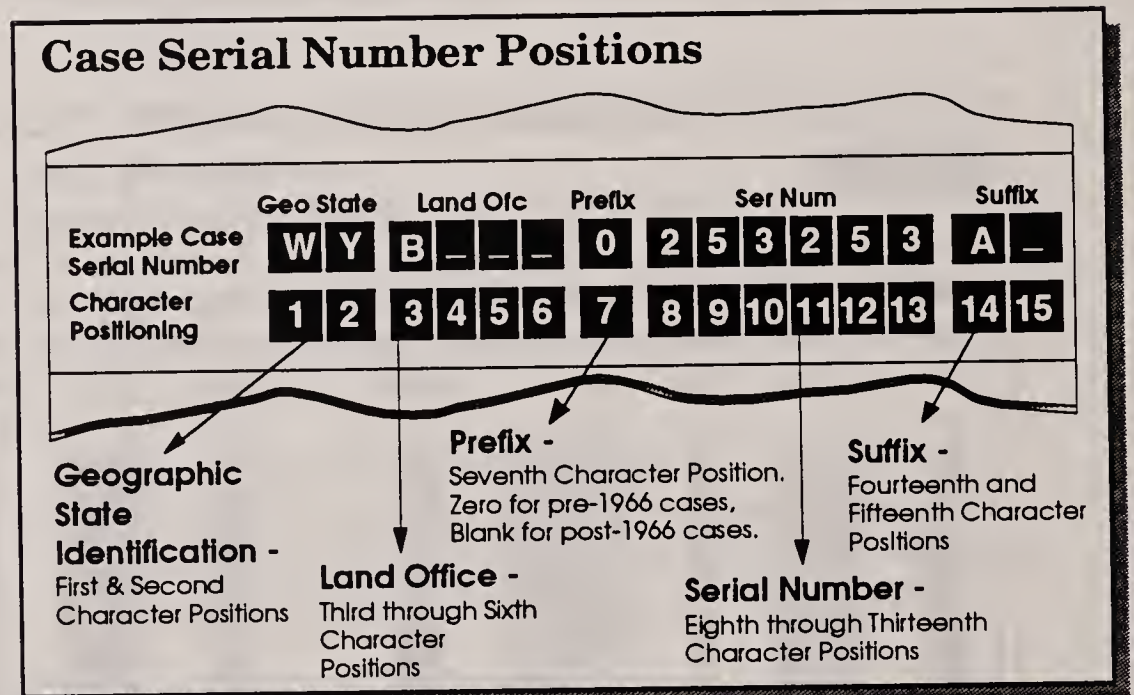
Figure 1 Lock Action Records Form - (CASE106F)

Enter case serial numbers following the subsequent instructions. A brief description precedes the entry instructions for each field. The *Interim System Reference Guide* provides detailed descriptions of the fields on this form.

NOTE:

In completing the case serial number fields, you may enter single serial numbers, ranges of serial numbers, and random serial numbers, or any combination of individual random or ranges.

Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



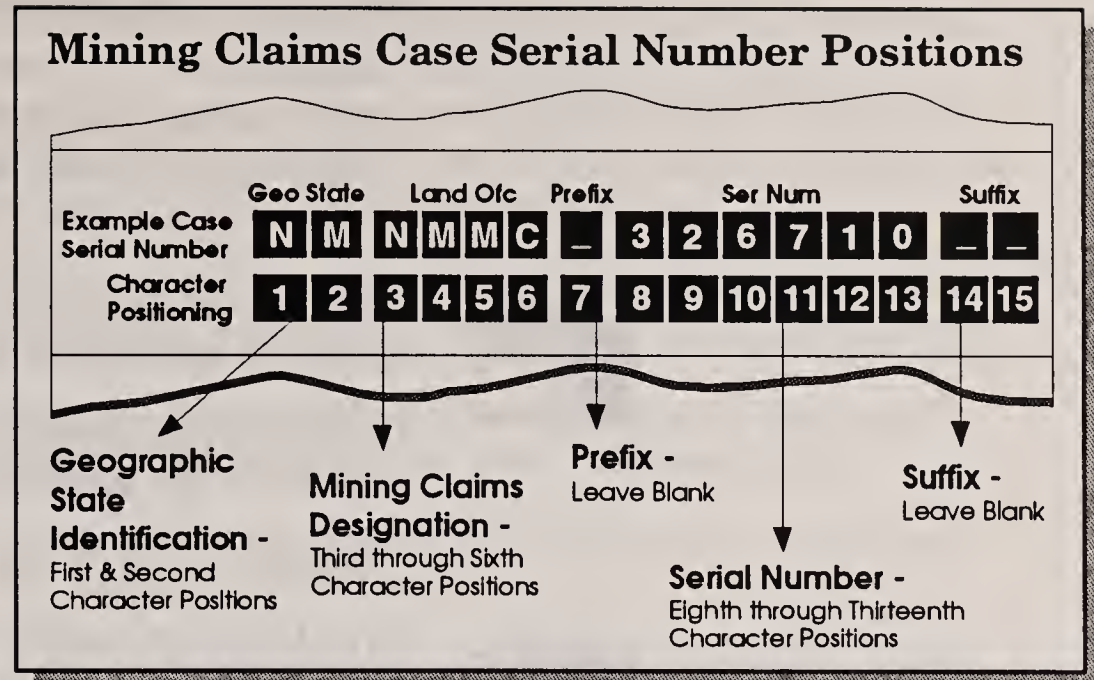
Example:

```

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
A K F F _ _ _ 0 4 3 7 8 4 _ _
M T B L M A 0 0 2 4 7 6 3 _ _

```

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 1 0 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to access an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to access an on-line list of valid land office codes.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the next case serial number field.

The System does not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

Type the case serial number for the ending range of serial numbers, or the same if you are locking a single serial number.

NOTE:

When entering a range of case serial numbers, be certain to enter the lower number first.

The System verifies both case serial numbers in each record.

If you enter an invalid serial number in either the beginning or ending fields, one of the following messages appears in the message line:

ERROR: Invalid Serial Number

ERROR: Serial Number cannot be larger than Last Number

Press the CURSOR HOME key to return the cursor to the first Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype one or more fields in the case serial number.

When you enter a valid case serial number, the System automatically moves the cursor into the Lock Date field.

If you enter a single serial number, you do not need to complete the Ending Case Serial Number fields.

For each case serial number, individual or range, you may enter a different date.

Continue entering as many case serial numbers, beginning and end for ranges, beginning only for individual case serial numbers.

Lock Date (Lock Date) - This 11-digit alphanumeric field identifies the date on which the specified action takes place. As with other date fields within the System, this field conforms to the standard System date format, DD-MON-YYYY. The range of allowable dates is 04-JUL-1776 through 01-JAN-4444.

Example:

Enter January 7, 1989 as 07-JAN-1989



Type the date from which you wish to lock the action records for this case or range of cases. All action records with an action date on or before the specified date will be locked to changes and deletions.

If you enter an invalid date using an incorrect date format or values, one of the following messages appear in the message line:

Day must be between 1 and last of month.
Date format is DD-MON-YYYY.
Not a valid month name.
ERROR: Invalid date.

NOTE:

The date must be prior to today's date.



Press NEXT FIELD to continue to the next case serial number record. Enter all cases and lock dates for this session.

Press NEXT FIELD on a blank case serial number, Geo State Field, to continue to the Employee Initials field.

Empl Intl (Employee Initials) - This mandatory three-character field contains the initials of the employee locking the action records or who authorized the locking of the action records.



Type the appropriate initials in the field. Press NEXT FIELD to continue to the Ofc Code field

If you attempt to bypass the Empl Intl field without entering anything the following message appears in the message line:

ERROR: Invalid Employee Initial Code

Ofc Code (Office Code) - This mandatory four-character field contains the office code of the employee locking the records.



Type the appropriate office code. Press NEXT FIELD to continue to the Action Lock Word field.

If you attempt to bypass the Office Code field, the following message appears in the message line:

ERROR: Invalid Office Code

Action Lock Word - This four-character alphanumeric field identifies the confidential word, or password, used by the user to lock the existing action records on or before the date specified in the Lock Date field. The exact same word or letter sequence must be utilized to unlock the records.

NOTE:

All cases identified for this action lock session use the same lock word.



Type the action lock word. Press COMMIT to lock the action records in the specified case or cases.

If you press a key other than COMMIT, the following message appears in the message line:

ERROR: Must COMMIT to save record

If you do not enter an action lock word, the following message appears in the message line:

ERROR: A Lock Action Word is required to Lock Action Records

NOTE:

Be sure to write down your action lock word for future reference in unlocking the actions associated with this case.



Press COMMIT to lock the action records for the case or cases identified. Your cursor must be in the Action Lock Word field with a valid action lock word to enable the lock.

If you attempt to commit from a field other than the Action Lock Word field, the following message appears in the message line:

ERROR: Commit record(s) only from the Lock Word field below

The System begins processing each case serial number specified on the form, beginning with the first record. The System verifies each case serial number that the action lock date is within the case's action date range, and whether the case actions are currently locked.

Each case serial number is processed separately. As long as no errors occur the process continues. When the System encounters a case that does not meet the program criteria, the processing stops and subsequent cases are not locked. Error messages, such as those that follow, appear in the message line.

If a specified case's action records are currently locked, the following message appears:

**This case serial number previously locked:
AKFF 084749**

**Press any function key to acknowledge
message**

If the lock date is outside a specified case's action date range, the following message appears in the message line:

Lock Date outside Action Date Range
for case serial number: AKAA 042117
Press any function key to acknowledge
message

Press any function key to acknowledge these error messages.

The cases processed before the errors occurred are locked; subsequent case actions are not locked.

When case action records are successfully locked, the following message appears to display the number of cases locked.

Total Number of Serial Numbers Locked: 12

The cursor returns to the first case serial number.

Example:

The following case serial numbers and lock dates are entered:

AKFF 084749		29-APR-1992
AKAA 042117	AKAA 042123	29-FEB-1960
AKFF 084591	AKFF 084597	04-JUL-1964

AKAA 042118 is outside the action date range. The first two case actions, AKFF 884749 and AKAA 042117, are successfully locked. The processing stops at AKAA 042118, and all subsequent cases are not locked. The total number of cases appear in the following message:

Total number of case serial numbers
locked: 2

NOTE:

The System adds the action record, 920 - Action Records Locked, to the case or cases specified. When you unlock the actions records, the System deletes this action. To maintain an audit trail, use action 974 - Automated Record Verified on the Update Action form.



Press EXIT to exit the Lock Action Records Form (CASE106F) and return to the last accessed menu.

WARNING:

If you press EXIT without entering a lock action word, or committing the lock, the System exits the form without a warning message.

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1.9.2 Lock Land Records Form (CASE107F)

This form allows you to lock all of the land records of one or more cases. When you use this form, all land records in the specified case(s) may not be added to, deleted, or changed until you unlock the land records using the Unlock Land Records Form (CASE109F).

Use the Lock Land Records Form (CASE107F) when the land records for a case, or cases, require restricted access.

When you select the Lock Land Records option from the Lock/Unlock Action/Land Records Menu, the Lock Land Records Form (CASE107F) appears as shown in Figure 1, with the cursor in the Geo State field of the first case serial number.

```

CASE107F                                BLM Interim LIS                        12-MAY-92
Lock Land Records

Beginning Case Serial Number              Ending Case Serial Number
-----
Geo St  Land Ofc  Pre fix  Serial Number  Suf fix  thru  Geo St  Land Ofc  Pre fix  Serial Number  Suf fix
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Empl Intl [REDACTED]  Ofc Code [REDACTED]  Land Lock Word [REDACTED]

<Show Keys=KP1> <Exit=Esc X> <Commit=KP0>                                LOU
Char Mode: Replace Page 1                                Count: *0
  
```

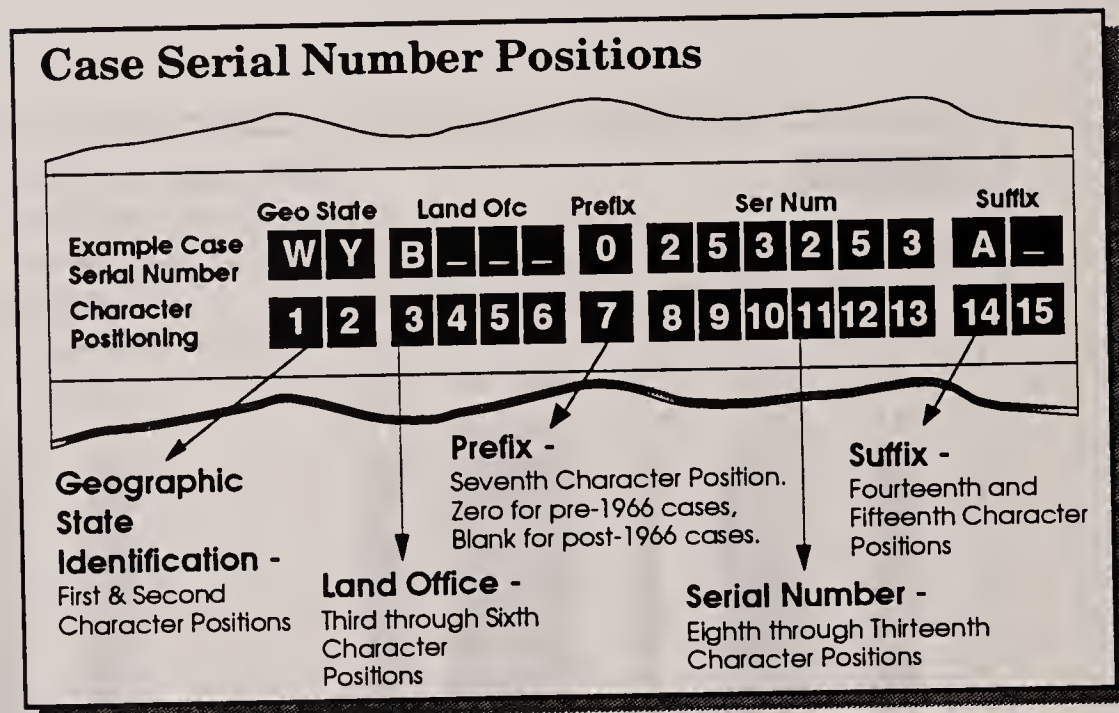
Figure 1 Lock Land Records Form - (CASE107F)

Enter case serial numbers following the subsequent instructions. A brief description precedes the entry instructions for each field. The *Interim System Reference Guide* provides detailed descriptions of the fields on this form.

NOTE:

In completing the case serial number fields, you may enter single serial numbers, ranges of serial numbers, and random serial numbers, or any combination of individual, random, or ranges.

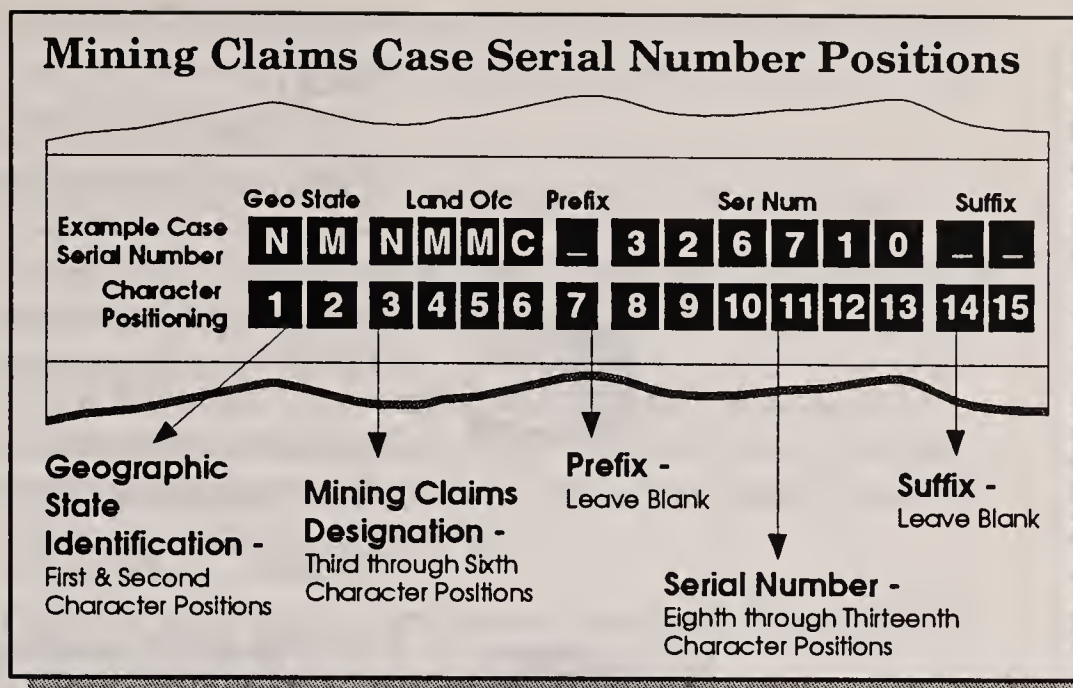
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W	Y	W	_	_	_	_	6	0	0	4	7	8	_	_
A	K	F	F	_	_	_	0	4	3	7	8	4	_	_
M	T	B	L	M	A	0	0	2	4	7	6	3	_	_

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 1 0 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to access an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to access an on-line list of valid land office codes for the specified geographic state.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the next case serial number field.

The System does not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

Type the case serial number for the ending range of serial numbers, or the same if you are locking a single serial number.

NOTE:

When entering a range of case serial numbers, be certain to enter the lower number first.



Press the CURSOR HOME key to return the cursor to the first Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype one or more fields in the case serial number.

Press NEXT FIELD on a valid case serial number to continue to the next case serial number record.

If you enter a single serial number, you do not need to complete the Ending Case Serial Number fields.

Continue entering as many case serial numbers, beginning and end for ranges, beginning only for individual case serial numbers.

Enter all cases to lock land records in this session.

Press NEXT FIELD on a blank case serial number, Geo State Field, to continue to the Employee Initials field.

Empl Intl (Employee Initials) - This mandatory three-character field contains the initials of the employee locking the land records or who authorized the locking of the land records.



Type the appropriate initials in the field. Press NEXT FIELD to continue to the Ofc Code field

If you attempt to bypass the Empl Intl field without entering anything the following message appears in the message line:

ERROR: Invalid Employee Initial Code

Ofc Code (Office Code) - This mandatory four-character field contains the office code of the employee locking the records.



Type the appropriate office code. Press NEXT FIELD to continue to the Land Lock Word field.

If you attempt to bypass the Office Code field, the following message appears in the message line:

ERROR: Invalid Office Code

Land Lock Word - This four-character alphanumeric field identifies the confidential word, or password, used by the user to lock the land records for the specified case(s). The exact same word or letter sequence must be utilized to unlock the records.

NOTE:

All cases identified for this land lock session use the same lock word.



Type the land lock word. Press COMMIT to lock the land records in the specified case or cases.

If you press a key other than COMMIT, the following message appears in the message line:

ERROR: Must COMMIT to save record

If you do not enter a land lock word, the following message appears in the message line:

**ERROR: A Lock Land Word is required to
Lock Land Records**

NOTE:

Be sure to write down your land lock word for future reference in unlocking the lands associated with this case or cases.



Press COMMIT to lock the land records for the case or cases identified. Your cursor must be in the Land Lock Word field with a valid land lock word to enable the lock.

If you attempt to commit from a field other than the Land Lock Word field, the following message appears in the message line:

**ERROR: Commit record(s) only from the Lock
Word field below**

The System begins processing each case serial number specified on the form, beginning with the first record. The System verifies each case serial number and whether the case lands are currently locked.

Each case serial number is processed separately. As long as no errors occur the process continues. When the System encounters a case that does not meet the program criteria, the processing stops and subsequent cases are not locked. Error messages, such as those following, appear in the message line.

If a specified case's land records are currently locked, the following message appears:

**This case serial number previously locked:
AKFF 084749
Press any function key to acknowledge
message**

Press any function key to acknowledge this error message.

The cases processed before the errors occurred are locked; subsequent case lands are not locked.

When case land records are successfully locked, the following message appears to display the number of cases locked.

Total Number of Serial Numbers Locked: 12

The cursor returns to the first case serial number.

Example:

The following case serial numbers are entered:

AKFF 042117 AKFF 042123
AKFF 008495

AKFF 008495 is an invalid case serial number. The first seven case lands, AKFF 042117 through AKAA 042123, are successfully locked. The processing stops at AKFF 008495, and all subsequent cases are not locked. The total number of cases appear in the following message:

**Total number of case serial numbers
locked: 7**

NOTE:

The System adds the action record, 975 - Land Description Locked, to the case or cases specified. When you unlock the land records, the System deletes this action. To maintain an audit trail, use action 974 - Automated Record Verified on the Update Action form.



Press EXIT to exit the Lock Land Records Form (CASE107F) and return to the last accessed menu.

WARNING:

If you press EXIT without entering a lock land word, or committing the lock, the System exits the form without a warning message.

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1.9.3 Unlock Action Records Form (CASE108F)

This form allows you to unlock action records in a specific, previously established case. When you use this form, you release previously locked action records for update, allowing deletion and editing of these action records through one of the update action forms.

Use the Unlock Action Records Form (CASE108F) to restore access to the action records for a specific case.

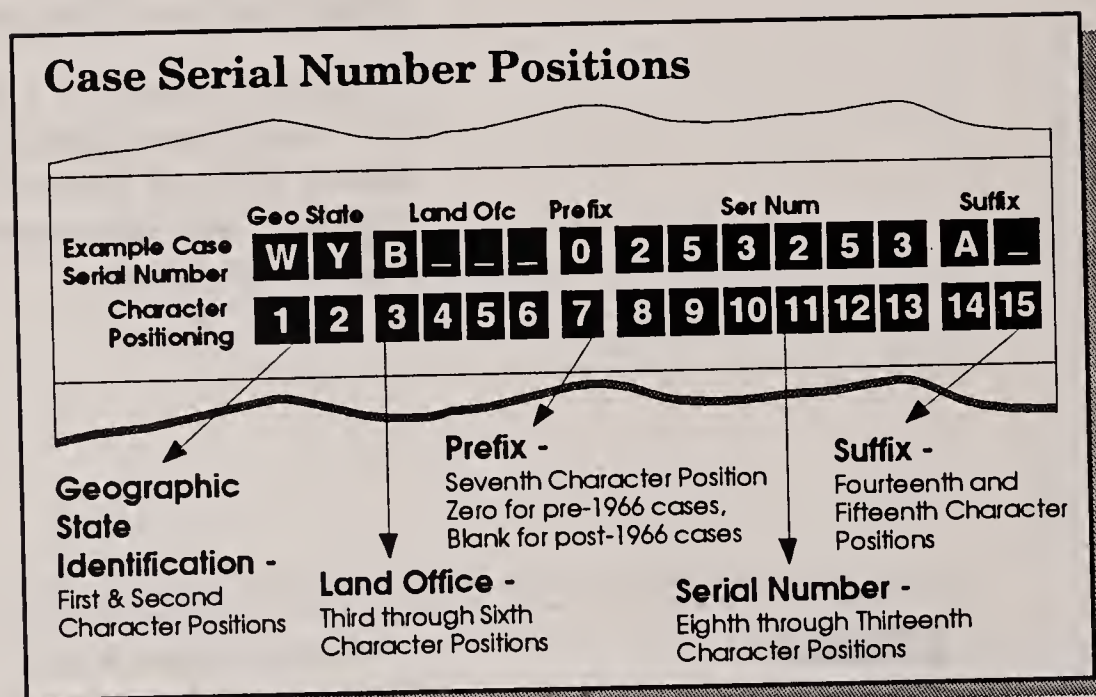
When you select the Unlock Action Records option from the Lock/Unlock Action/Land Records Menu, the Unlock Action Records Form (CASE108F) appears, as shown in Figure 1, with the cursor in the Geo State field of the case serial number.

CASE108F		BLM Interim LIS Unlock Action Records			12-MAY-92	
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix	
Action Lock Word						
Act Date						
<Show Keys=KP1> <Exit=Esc X> <Commit=KP0> LOU						
Char Mode: Replace Page 1 Count: *0						

Figure 1 Unlock Action Records Form - (CASE108F)

Enter the case serial number following the subsequent instructions. A brief description precedes the entry instructions for each field. The *Interim System Reference Guide* provides detailed descriptions of the fields on this form.

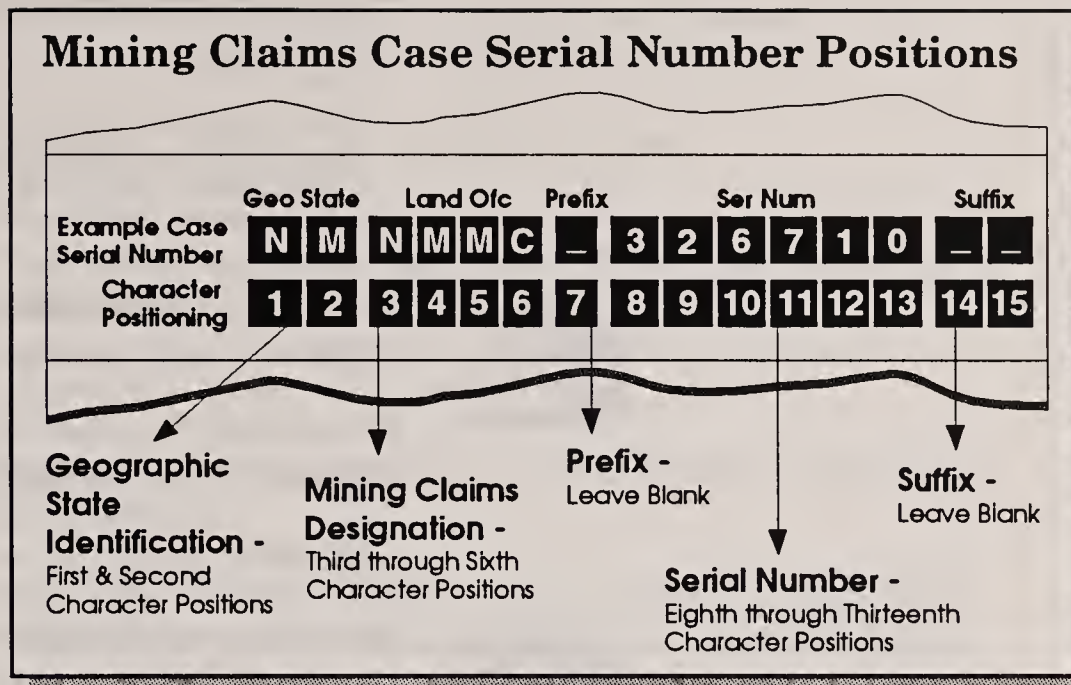
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W	Y	W	_	_	_	6	0	0	4	7	8	_	_
A	K	F	F	_	_	0	4	3	7	8	4	_	_
M	T	B	L	M	A	0	0	2	4	7	6	3	_

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 1 0 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the geo state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geo state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office.

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the entered geographic state.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Action Lock Word field.

This form will not accept an invalid case serial number, i.e., one which has not been added previously using one of the establish case forms or the serial number of a case in which action records are not locked.

If you enter a case serial number when the action records are not locked, the following message appears in the message line and the cursor returns to the Geo State field:

**ERROR: Lock Action not found for this
Case ... see Data Administrator**

When you enter a valid case serial number with locked action codes, the cursor moves into the Action Lock Word field.

Action Lock Word - This four-character alphanumeric field identifies the confidential word, or password, used by the user to unlock the existing action records coded on or before the date specified in the Action Date field.



Type the action lock word used to lock the action records for this case. Press NEXT FIELD to continue to the Action Date field.

The following message appears in the message line when you enter the correct action lock word:

Press COMMIT to unlock these action records.

If you enter an invalid action lock word, the following message appears in the message line:

Invalid Lock Action Word



Retype the lock action word, or contact your supervisor for assistance.

Act Date (Action Date) - This 11-digit alphanumeric field identifies the date on which the specified action takes place. This field conforms to the standard system date format, DD-MON-YYYY.

The Action Date field contains the date which locked the action records. The System automatically retrieves the action date from the action used to lock the action records. You may not alter the action date.



Press COMMIT to unlock the action records for this case.

The following message appears in the message line after you commit the unlock:

Action Records Have Been Unlocked.

The cursor returns to the Geo State field of the case serial number group. You may now enter another case serial number to unlock action records for another case.

NOTE:

When you unlock the action records, the System deletes the action created to lock the records, **920 - Action Records Locked**. To maintain an audit trail, use Action Code **974 - Automated Record Verified** in the action information. Use one of the update action record forms to add the audit action as needed.



Press EXIT to exit this form and return to the last accessed menu.

WARNING:

If you press EXIT without committing the unlock transaction, the records remain locked.

1.9.4 Unlock Land Records Form (CASE109F)

This form allows you to unlock previously locked land records within an established case in the automated System. When you use this form, previously locked land records are released for update, allowing addition, deletion and editing of the case's land records.

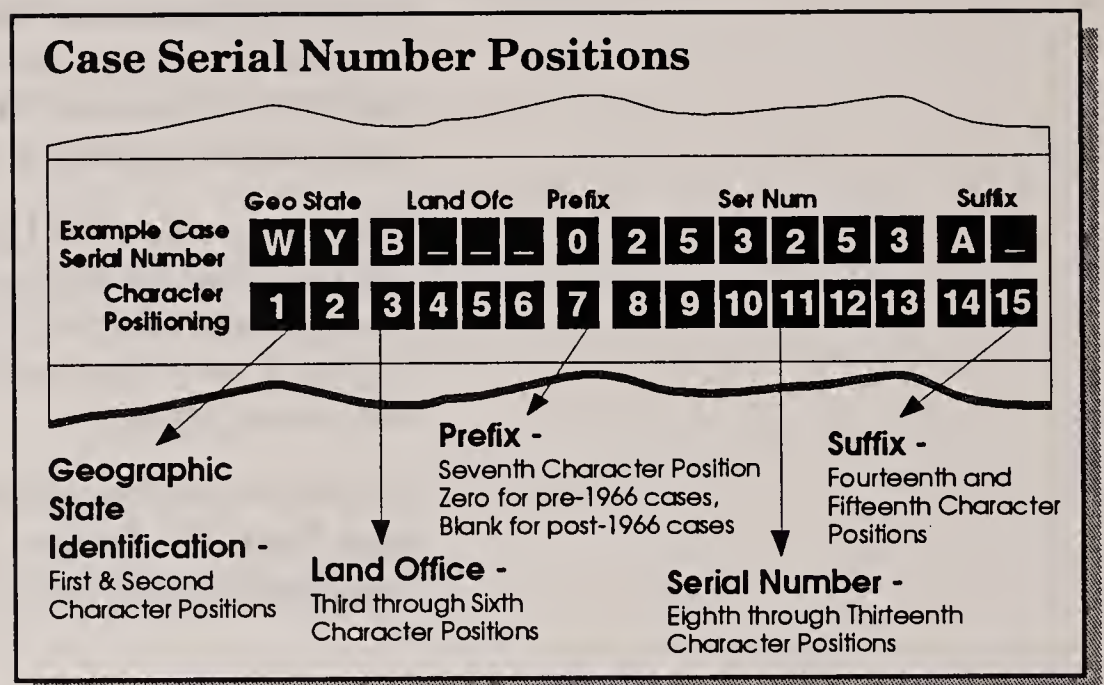
When you select the Unlock Land Records option from the Lock/Unlock Action/Land Records Menu, the Unlock Land Records Form (CASE109F) appears as shown in Figure 1, with the cursor in the Geo State field of the case serial number.

A brief description precedes the entry instructions for each field. The *Interim System Reference Guide* contains detailed descriptions of the fields on this form.

CASE109F		BLM Interim LIS Unlock Land Records			12-MAY-92	
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix	
Empl Intl			Ofc Code			
Land Lock Word						
<Show Keys=KP1> <Exit=Esc X> <Commit=KP0>						
Char Mode: Replace Page 1						
Count: *0						

Figure 1 Unlock Land Records Form - (CASE109F)

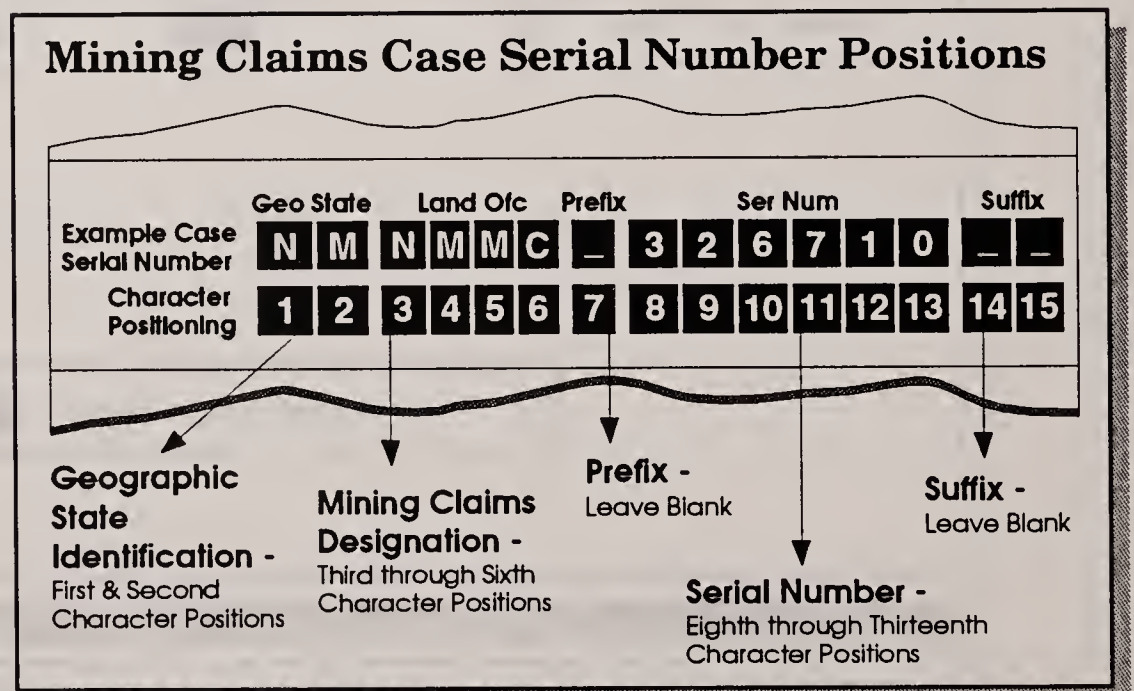
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
 A K F F _ _ _ 0 4 3 7 8 4 _ _
 M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 1 0 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the appropriate geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes for the specified geographic state.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.



Type the suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Employee Initials field.

The System will not accept an invalid case serial number, or one which has not been added previously using one of the establish case forms.

If the land records are unlocked or you enter an invalid case serial number, the following message appears and the cursor returns to the Geo State field:

**ERROR: Land Records are not locked -
no action taken**

When you enter a valid case serial number with locked land records, the cursor moves into the Employee Initials field.

Empl Intl (Employee Initials) - This three-character alphabetic field contains your initials or the initials of the employee who authorized unlocking the land records for this case.



Type your employee initials. Press NEXT FIELD to continue to the Office Code field.

Ofc Code (Office Code) - This four-character alphanumeric field identifies your office or the office responsible for authorizing the unlocking of this case's land records.

Example:

The local office code for one Branch in the Conveyance Division in Alaska is 968. Some other office codes may include an alphabetical character as well, such as 322A.



Type the office code in the space provided. Press NEXT FIELD to continue to the Land Lock Word field.

Land Lock Word - This four-character alphanumeric field contains the confidential word, or password, used by the user to lock and unlock the existing land records within the specified case.

When you access the Land Lock Word field, the following message appears in the message line:

Press COMMIT to unlock land records.



Type the land lock word used to lock the land records for this case. Press COMMIT to unlock the land records.

If you enter an invalid land lock word, the following message appears in the message line:

ERROR: Invalid Lock Land Word

Retype the lock land word or contact your Supervisor for assistance.



Press COMMIT to unlock the land records for this case.

The following message appears in the message line after you commit the unlock:

Land Records have been Unlocked.

The cursor returns to the Geo State field of the case serial number. You may now enter another case serial number to unlock land records for another case.

NOTE:

When you unlock the lands, the System deletes the action created to lock the land records, **975 - Land Records Locked**. To maintain an audit trail, use action code **974 - Automated Record Verified** on one of the update action forms.



Press EXIT to exit this form and return to the last accessed menu.

WARNING:

If you press EXIT without committing the unlock transaction, the land records remain locked.

1.10 Update Parcel Occupancy Form (CASE146F)

This form allows you to add, change or delete parcel occupancy data in cases already assigned a case serial number and established within the database.

The Parcel Occupancy code evolved from the Native Claims Act which states that the native allotment parcel occupancy must occur prior to any withdrawal or other occupancy of the land. If the application did not get filed until 1971, but occupancy occurred in 1946, the Native customer must prove occupancy on the specified date. This date is a key date for military withdrawals, state selections, forest withdrawals, etc.... Alaska became a state in 1959 and started selecting lands in 1960. If a Native occupied the lands in 1955 and could prove the occupancy, then the state could not select those lands. If a forest was withdrawn in 1961 and the Native did not occupy the lands until 1965, then he could not obtain a patent to the lands.

CASE146F		BLM Interim LIS			11-MAY-92	
Update Parcel Occupancy						
Case Ser Num	Geo State	Land Ofc	Prefix	Ser Num	Suffix	
		Parcel Code	Occupancy Date			
			Dy Mon Year			
<Show Keys=KP1> <Exit=Esc X>						LOV
Char Mode: Replace Page 1						
Count: *0						

Figure 1 Update Parcel Occupancy Form - (CASE146F)

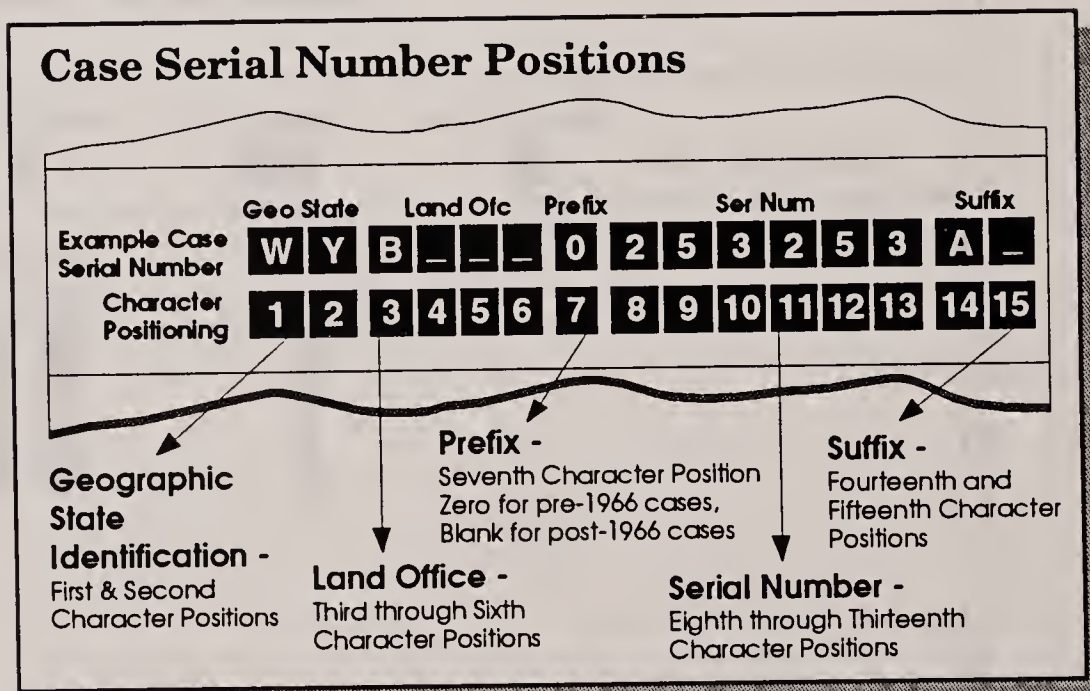
NOTE:

Establish parcels within the action and land records using the Update Action Records - Comprehensive (CASE127F) or when you establish a case using any of the establish case forms. All parcels given an occupancy date should exist in the case file in the land and action records.

When you select the Update Parcel Occupancy option from the Case Processing Menu, the Update Parcel Occupancy Form (CASE146F) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

Enter the case serial number using the subsequent instructions. Brief field descriptions precede the entry instructions. The *Interim System Reference Guide* contains detailed descriptions of the fields on this form.

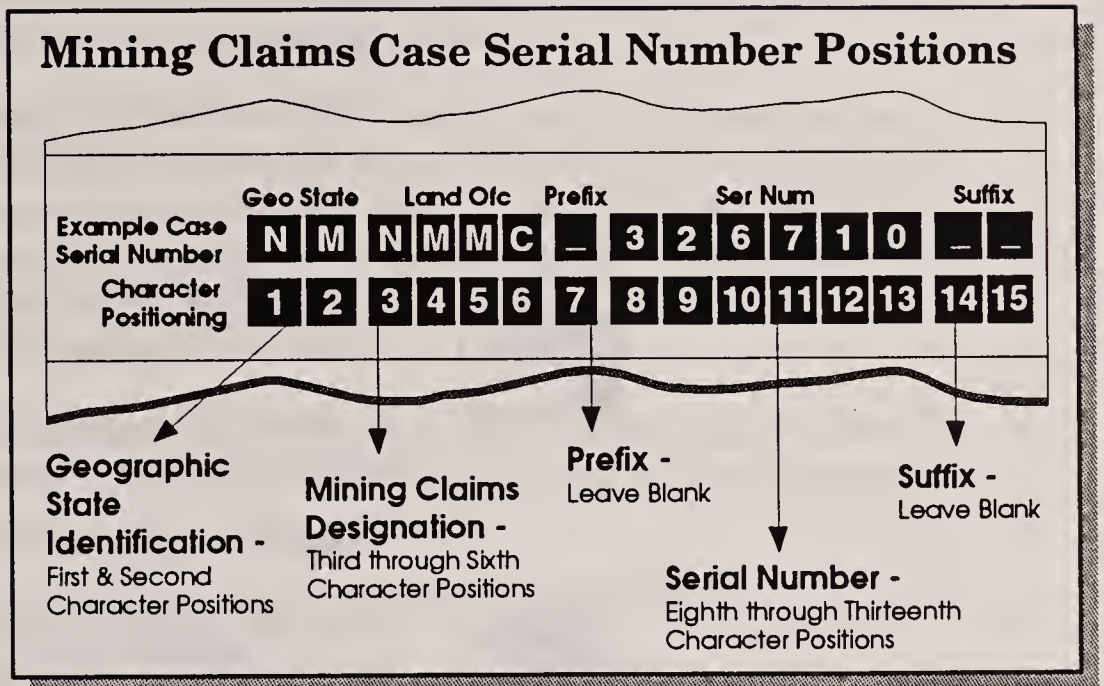
Case Ser Num (Case Serial Number) - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM.



Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
A K F F _ _ _ 0 4 3 7 8 4 _ _
M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



Example:

N M N M M C _ 0 1 0 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

LOV ♥

Press LOV to obtain an on-line list of valid geographic state abbreviations.



Type the land office or mining claim designation beginning on the left side of the Land Office field, leaving unused positions blank. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

LOV ♥

Press LOV to obtain an on-line list of valid land office codes.

NOTE:

Only certain land and mineral case types prior to 1966 use the Prefix field.



Type zero or leave the Prefix field blank. Press NEXT FIELD to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed



Type the serial number beginning on the left side of the Ser Num field, leaving unused positions blank. Press NEXT FIELD to continue to the Suffix field.

Type the Suffix, if appropriate, beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to query and access existing Parcel Occupancy data on the entered case.

The System then verifies the entire case serial number. If the case serial number is valid and has associated parcel occupancy data, the data appear in the appropriate fields.

If you enter a valid case serial number that has no associated parcel occupancy data, this message appears in the message line:

**Query caused no records to be retrieved.
Press any function key to acknowledge
message.**

If you enter a case with a case type other than 256100, the following message appears in the message line:

ERROR: Invalid Case Type

If you enter an invalid case serial number, this message appears in the message line:

ERROR: Invalid Serial Number

Press the CURSOR HOME key to return the cursor to the Geo State field and retype the case serial number. You may also use the PREVIOUS FIELD key to move the cursor back one field at a time to retype one or more fields in the case serial number.

When you enter a valid native allotment case serial number, your cursor appears in the left-most space of the first record in the Parcel Code field, accessing the parcel occupancy records associated with the entered case serial number or a blank field for entry if no records exist.

If the native allotment case has no established parcels, when you access the Parcel field the following message appears in the message line:

**NO PARCELS ESTABLISHED FOR THIS
CASE NUMBER**

Parcel Code - This single-character alphanumeric field identifies the native allotment parcel code. Use this field to identify the parcel and provide the link to the occupancy date of the parcel.



Type the parcel code. Press NEXT FIELD to continue to the Occupancy Date field.

Use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the available parcel code records.

Press NEXT FIELD to move the cursor from the Parcel Code field to the Day field of the occupancy date.

Occupancy Date - This group of fields contains the date the Customer claims to have initially occupied the parcel. The date format is DD-MON-YYYY, with a separate field space for each.

NOTE:

The year of the occupancy date is mandatory; day and month are optional. You must enter the year for each Parcel record.



Type the day, if available. Press NEXT FIELD to continue to the Month field.

If you incorrectly enter the day, this message appears in the message line:

ERROR: Invalid Day - Must be 01 thru 31

If you attempt to bypass the month and year fields after entering a day, the following message appears in the message line:

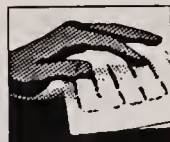
Month and year required with day



Type the month using the standard abbreviation, e.g., JAN for January. Press NEXT FIELD to continue to the Year field. Refer to DE 0066 for month abbreviations.

If you incorrectly enter the month, this message appears in the message line:

ERROR: Invalid Month



Type the year completely, e.g., 1991. Press NEXT FIELD to continue to the Action Number field.

If you do not enter the year completely, e.g., 94, this message appears in the message line:

Field must be entered completely.

If you incorrectly enter the year, i.e., out of the range of the allowable parcel dates, this message appears in the message line:

**ERROR: Invalid Year - Must be between
1800 and 2100**



To delete an existing Parcel Occupancy record, place the cursor in the Parcel Code field of the record you wish to delete.

Press DELETE RECORD.

The record will be removed from the form, but until you COMMIT your changes the data remains in the System. Once you COMMIT your changes the record is deleted from the System.



To insert a new record, place the cursor in the Parcel Code field above where you want to insert a new record.

Press CREATE RECORD.

The System creates a new record below the current record and moves the cursor into the new record. You may then enter your data.



To edit an existing record, place the cursor in the Parcel Code field of the record you want to edit using the NEXT/PREVIOUS RECORD keys. Move the cursor from field to field using the NEXT FIELD/PREVIOUS FIELD keys. Make your changes as needed by typing over the existing data.



Press COMMIT to save your case file data when you complete your edits, additions, changes and deletions. The System displays this message in the message line:

Transaction completed --
X records processed.

The System returns the cursor to the Geo State field of the case serial number. You may now enter a new case serial number to update parcel occupancy data or press EXIT to exit the form.



Press EXIT to quit the Update Parcel Occupancy Form (CASE146F) and return to the last accessed menu.

If you have not yet committed your last edits when you press EXIT, this message appears in the message line:

Do you want to commit the changes
you have made? Y

Press NEXT FIELD on the default Y to commit the changes to the case.

Type N and press NEXT FIELD to disregard the changes you made and exit to the Case Processing Menu.

If you accept the default Y, the System responds with this message:

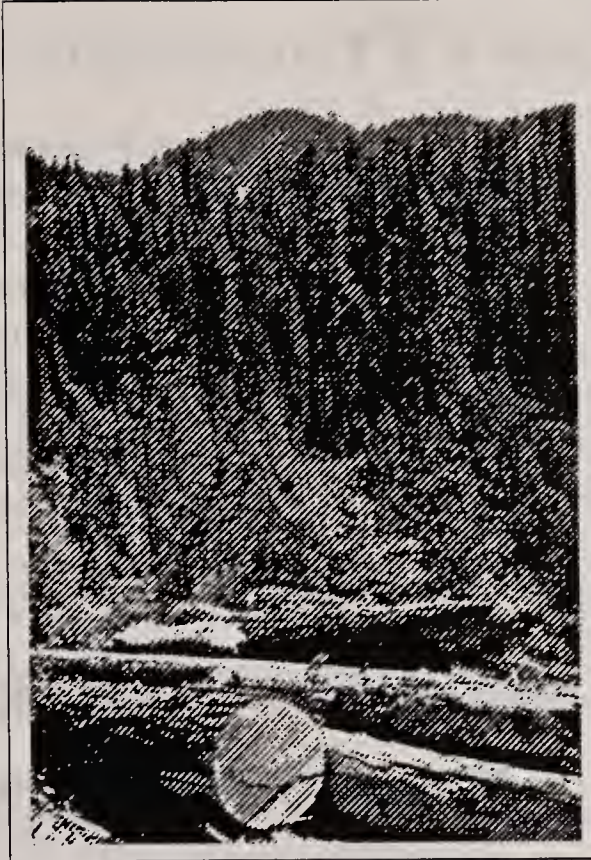
Transaction complete --
X records processed.
Press any function key to
acknowledge message.

Press any function key to exit and return to the last accessed menu.

WARNING:

You must commit your changes to save them to the automated case file, otherwise the changes are lost.

Chapter 2: Report Processing



*This chapter
explains how to...*

- Generate the various established reports within the System, including:

Case abstracts, action code, case type, customer, land description, mining claim information, and case serial number reports.

- Select criteria to generate reports using various selection screens, which can include these criteria:

Geo State, Land Office, Administrative State, Case Type, Claim Name, Customer ID, MTR data, County/Borough, Survey Type, Aliquot Parts, District Office, Resource Area, Planning Unit, Administrative Agency, Office Code, Employee Initials, Action Date, Action Code, Pending Entity, 2nd Date, 2nd Date Type, Accounting Advice, and Case Status.

2.0 Report Processing Menu

Report Processing includes all on-line and off-line reports available in the System. There are ten options, illustrated on the opposite page, organizing the reports based on the type of output produced, e.g., Action Code Reports produce reports based on action code data within the System's case files.

The menu itself identifies the options available, as shown in Figure 1.

```

JTIL505F                                BLM Interim LIS                                14-JUL-92
Report Processing Menu

-> 1. Case Abstract
   2. Case Totals by District/Case Type/Status
   3. Action Code Reports Menu
   4. Customer Reports Menu
   5. Land Reports Menu
   6. Mining Claims Reports Menu
   7. Serial Number Reports Menu
   8. Mask Titles Report
   9. Case Type Mask Description
  10. Mailing Labels
  11. LIS Main Menu

Option Number:  Option Number:  QXFER:  QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1                      Count: *0

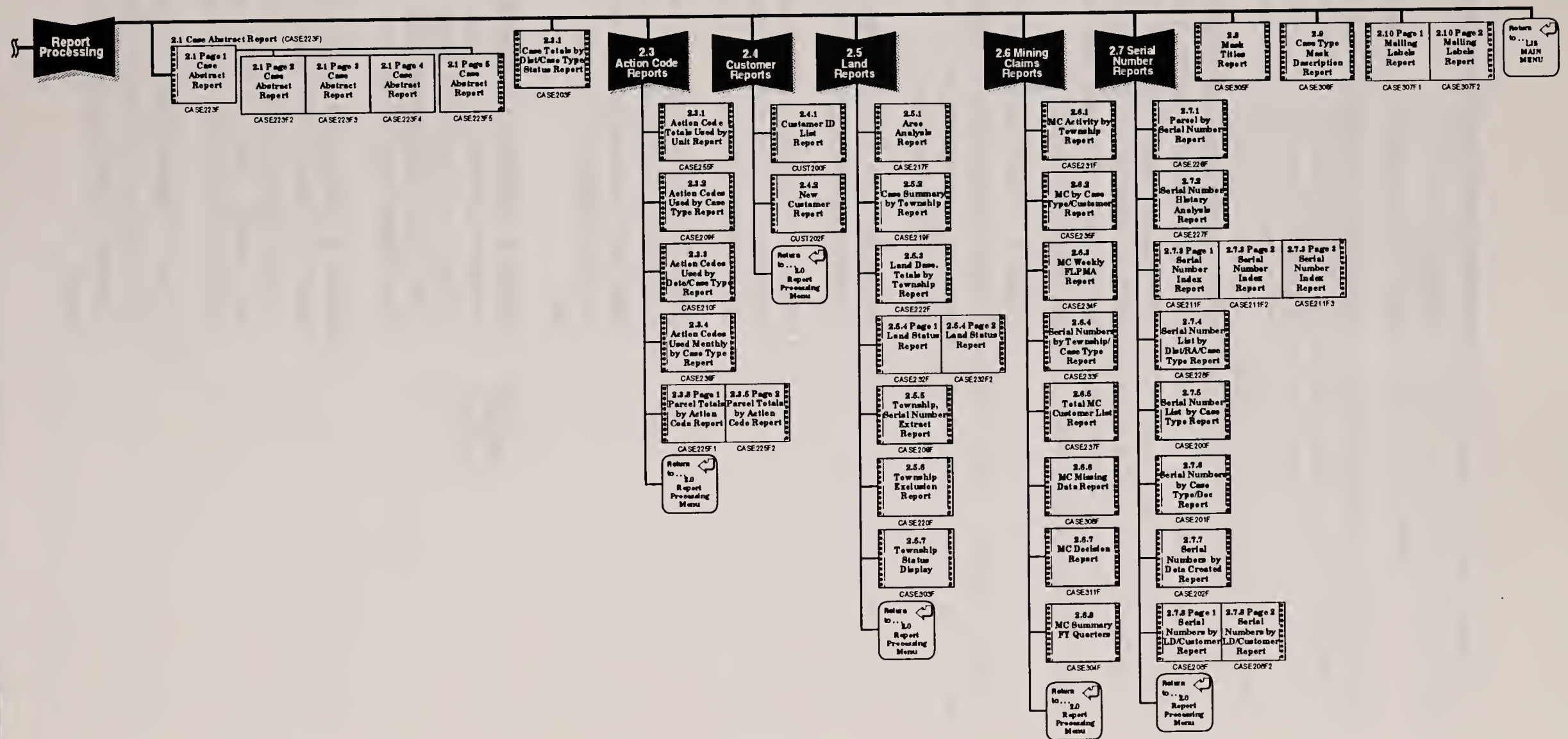
```

Figure 1 Report Processing Menu - (Introduction)

Each option has its own function and purpose within the Report Processing environment and the overall System. There are several reports within other sections of the System and reports within Report Processing that can be accessed from other parts of the System, these are noted in the report descriptions.

This introduction presents an overview of each option within the Report Processing Menu.

Report Processing System Diagram



NOTE:

Each report is documented separately. The first paragraph of each report section contains an overview of the report's purpose, selection criteria, and output.

Option 1 - Abstract Report, contains options to print off-line abstract reports. A case abstract contains detailed information of all data stored in a case, e.g., action information, case land descriptions, customer information. All information available on a case prints on the abstract report.

Option 2 - Case Totals by District/Case Type/Status, produces a 132-column report listing the total number of cases for each district specified, by case type and case status.

Option 3 - Action Code Reports, contains five reports of action code activity within the System.

Option 4 - Customer Reports, contains two reports of customers within the customer database using different criteria and output for each report.

Option 5 - Land Reports, contains seven reports on case land descriptions within the System. These reports do not include specific LLD reports accessed through Section 8.0 - Legal Land Description Processing.



Option 6 - Mining Claims Reports, contains eight reports of mining claim information, using selection criteria, such as: Case Type, Customer, Federal Land Use Policy Management Act (FLPMA) data, Township/Case Type associations, etc....

Option 7 - Serial Number Reports, contains eight reports of case serial number information, using various selection criteria and report outputs, including: parcels, district office, resource area, case type, document type, case date, customer, etc...

Option 8 - Mask Titles Reports, produces a 132-column report listing the Mask codes with their titles, number of case types, and number of cases within the mask.

Option 9 - Case Type Mask Description Reports,
produces a 132-column report of the masks used in the
System, their titles and their case types.

Option 10 - Mailing Labels Reports, produces a list
of names and addresses for mailing labels retrieved
from the entered selection criteria.

To access the options available within the Report Processing Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the program name, e.g., Case Abstract (CASE223F) where CASE223F is the program name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the legend line of the menu to move your cursor into the QXFER field.

Make your selection to continue with your Report Processing tasks.

This page left intentionally blank.

2.1 Case Abstract Report (CASE223F - Page 1)

CASE230R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		4-7-1992	
ADM-STATE: ALASKA		CASE ABSTRACT		PAGE 1	
CASE SERIAL NUMBER: AKA 031280					
CASE STATUS:					
CASE TYPE: 256100 ALASKA NATIVE ALLOTMENT					
DISTRICT: ANCHORAGE DISTRICT OFFICE					
BOROUGH:					

CUSTOMER					
CUSTID:	000028536	INT REL:	APPLICANT	PCT INT:	.00000
CUST NAME:	FOX MOSES				
CUST ADDRESS:	GENERAL DELIVERY				
	QUINHAGAK	AK	99655		

ACTION DATA					
NUM	DATE	P	CODE/DESC	RMKS	OFC
DOC TYPE NUM	REC NO		VOL ID BOOK	PAGE	EMPL
001	05-DEC-1979	A	001 APPLICATION FILED	APPLICATON RECEIVED	AJA
					DLC
007	05-JUN-1983	A	REPORT REQUESTED	BIA	DAO
					MMJ
PEND-ENTY OTH: BUREAU OF INDIAN AFFAIRS					
102	09-JUN-1992	A	860 ALLOTMENT CERT ISSUED		TIG
	PA 00090692				

COMMODITY DATA					
ACTION	COMMODITY		MEASUREMENT		
NUM DESCRIPTION			CODE	QUANTITY	MONEY AMOUNT
NO DATA FOUND					

GENERAL REMARKS					
FINAL PROTEST DATE 07/03/84					
IN PPP WINDOW # 1562					

FINANCIAL DATA					
ACTION CODE	DESCRIPTION	MONEY TOTAL			
No Data Found					

PARCEL OCCUPANCY DATA					
PARCEL OCC	LAST ACT				
CODE	DATE	CODE	DATE	DESC	2nd DATE TYPE
A	01-08-1950	001	05-DEC-1979	APPLICATION FILED	
B	01-08-1950	001	05-DEC-1979	APPLICATION FILED	
C	01-08-1950	001	05-DEC-1979	APPLICATION FILED	

FRC DATA					
FRC CODE:	SEA	ACCESSION NUM:	BOX NUM:	BOX QNTY:	

GEOGRAPHIC NAMES					
No Data Found					

LAND DESCRIPTION					
NUM	P	CASLND/	STATUS/DOCID	MER	TWP
					RNG
					SEC
					ALIQUOT
					SURVEY TYPE/NUM
					ACRES
00001	A	CV	19791205	28	5S
					74W
					3
					USS
					009665
					69.960
					LOT
					1
					8.000
00002	C	CV	19791205	28	4S
					74W
					27
					USS
					009532
					24.000
					LOT
					2
					10.000
00003	B	CV	19791205	28	4S
					74W
					16
					USS
					009531
					16.970
					LOT
					2
					31.980
00004	A	CV	19791205	28	5S
					74W
					4
					USS
					009665
					10.000
					LOT
					1
					16.970
00005	C	CV	19791205	28	4S
					74W
					21
					USS
					009531
					16.970
					LOT
					2
					31.980
00006	C	CV	19791205	28	4S
					74W
					26
					USS
					009532
					31.980
					LOT
					2
					159.9100
					159.9100
TOTAL CASE ACRES BALANCE:					
CONVEYED TOTAL:					
END OF CASE FILE: AKA 031280					

CASE223F	BLM Interim LIS Case Abstract - Selection Criteria	27-JUL-92
<p>The cases may be selected by one of the following criteria:</p> <ol style="list-style-type: none"> 1. Case Abstract by various selection criteria. 2. Case Abstract by Serial Number. 3. Case Abstract by first 13 positions of Serial Number. <p>Please Select the option you would like: 1</p>		
Destination P PR0 Queue Type N		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Full Case Abstract - Selection Criteria - (CASE223F - Page 1)

The Case Abstract Report produces an 80-column report of a particular case, a series of cases, or group of cases containing specified parameters. The Case Abstract Report, above (132 characters), contains all case information. The report sorts by ascending serial number. Within each serial number, land descriptions are sorted by MTRS, county, borough, survey type, survey number; actions are sorted by date and time; general remarks are sorted by line number.

When you select the Case Abstract Report option from the Report Processing Menu, the first page of the Case Abstract - Selection Criteria appears as shown in Figure 1, with your cursor in the Select Option field.

Select Option - This single-character field contains the number identifying the option you select to enter criteria for generating a case abstract report. The options available are listed above this field on the form.

NOTE:

You must select one of the three options listed.

Option 1 (CASE223F - Page 2) - Case Abstract by various selection criteria, allows you to select cases by various selection criteria including MTR, district, resource area, case type, and case status, as well as by qualifying and disqualifying actions. This option also allows you to print a case abstract report for each selected case.

Option 2 (CASE223F - Page 5) - Case Abstract by Serial Number, allows you to select one or more cases by case serial number.

Option 3 (CASE223F - Page 5) - Case Abstract by first 13 positions of Serial Number, allows you to select one case by case serial number or a single case serial number and its associated suffixed cases.



Type the option number. Press NEXT FIELD to advance to the criteria input page specific to the option chosen.

When you complete entry of your selection criteria for the option chosen, you return to the Destination field on the first page of the Case Abstract Form (CASE223 - Page 1).

Refer to the following pages in this documentation which discuss the three case abstract options. Each option is identified separately.

Detailed descriptions of the options and fields on the remainder of this form and appropriate input data precede the entry instructions for each field specific to each option. The *Interim System Reference Guide* contains additional field descriptions for this form.

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print; therefore, this report may run overnight based on database administration.

DE 3131

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the Destination field, the following message appears in the message line:

**Enter F for File or P for Printer
destination**



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

When you access the second part of this field, the following message appears in the message line:

Enter printer ID code

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid printer ID codes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
DIREP	132	BLDG 50 HOTLINE AREA	
NARROW	30	NARROW PRINTER FOR TEST	
PRO	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies when the report will print, immediately or after business hours, and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on Express queue
or N for Nite queue

or

Enter N to submit report. Express queue
unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select the appropriate queue. Press **COMMIT** to queue the report.

If you enter a character other than **E** or **N**, the following message appears when you press **COMMIT**:

ERROR: Invalid answer – please enter N or E

If you press a key other than **COMMIT**, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

If you selected option 1 and did not enter any selection criteria, the following message appears in the message line when you attempt to commit the report, and the cursor returns to the Geo State field of Option 1:

**ERROR: At least one parameter
must be selected.**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NORMAL queue

EXPRS and NORMAL identify the queues in which the report may be located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE223R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.

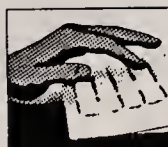
To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS) at  
13:55
```

```
Job CASE223R.135356.CPL for LKOH (10732)  
completed
```



Press **REDISPLAY PAGE** to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing **REDISPLAY PAGE** interrupts your processes.



You may now enter criteria for another report or press **EXIT** to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.1 Case Abstract Report - Option 1 (CASE223F - Pages 2-4)

When you select Option 1 from the Case Abstract Selection Criteria Form (CASE223F - Page 1), you access the Case Abstract Selection Criteria Form (CASE223F - Pages 2-4), shown in Figure 3, with your cursor in the Geo State field.

Descriptions of each field are provided preceding entry instructions. All fields are optional; however, you must enter at least one selection criteria field to generate an abstract report.

NOTE:

If you attempt to commit your report without entering at least one field, the following message appears in the message line:

ERROR: At least one parameter must be selected.

CASE223F BLM Interim LIS 28-JUL-92

Case Abstract - Selection Criteria

Geo State District Resource Area Admin Agency Survey Type Land Status

opt--> Window Code --or-- Mer Twn Rng Sec

opt--> Mask Code --or--

1 2 3 4 5 Case Type

6 7 8 9 10

Case Status -> 1 2 3 4 5 6

<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>

Char Mode: Replace Page 3 Count: *0

Figure 3 Full Case Abstract Selection Criteria Form - (CASE223F - Page 2)

DE 0100

Geo State (Geographic State) - This optional two-character alphabetic field identifies the geographic state in which a case or cases are recorded. Data Element 0099 contains valid designations for each geographic state.

Type the geographic state code, if desired. Press NEXT FIELD to continue to the District field.

If you enter an invalid geographic state code, the following message appears in the message line:

ERROR: Invalid Geo State

DE 0419

District (District Office) - This optional two-digit code represents the BLM district office responsible for managing the lands defined within a case or cases. Data Element 0419 contains valid codes for the District Office field.



Type the district office code, if desired. Press NEXT FIELD to continue to the Resource Area field.

If you enter an invalid district code, the following message appears in the message line:

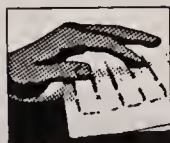
ERROR: Invalid BLM District

NOTE:

If you want to include resource area, you must enter a district code. If you did not enter a district code, the cursor skips the Resource Area field and continues to the Adm Agcy field.

DE 0419

Resource Area - This optional two-digit field contains the numeric code representing the BLM resource area in which a case or cases occur. Data Element 0419 contains valid resource area codes.



Type the resource area code, if desired. Press NEXT FIELD to continue to the Adm Agcy field.

If you enter an invalid resource area code, the following message appears in the message line:

ERROR: Invalid Resource Area

DE 2929

Adm Agcy (Administrative Agency) - This optional eight-digit numeric code identifies the agency that maintains administration or jurisdiction over federal surface (land), e.g. Forest Service, National Park Service, BLM, etc.... The Adm Agcy code is accurate to the section level only. Data Element 2929 contains valid administrative agency designations.



Type the administrative agency code, if desired. Press NEXT FIELD to continue to the Survey Type field.

If you enter an invalid administrative agency code, the following message appears in the message line:

ERROR: Invalid Adm Agency

DE 3131

Survey Type - This single character alphanumeric code identifies the type of survey performed in an area of land. Data Element 3131 contains valid survey type codes. A survey type indicates the kind of subdivisional component of a public land survey describing an area of land.

Type the survey type code, if applicable. Press NEXT FIELD to continue to the Land Status field.

Land Status - This two-character code identifies the status of a case land record as affected by actions taken within a case. This code establishes the status of a land record based upon the most recent action taken on the land.

Type the land status code, if applicable. Press NEXT FIELD to continue to the Window code field.

Window Code - This optional four-character code identifies a group of Meridian, Township, Range and Section values established by a System user.

NOTE:

You may use either a window code or identify a specific meridian, township and range in your selection criteria. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if desired. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid window code, one of the following messages appears in the message line and the cursor returns to the first position of the field:

ERROR: Invalid Window Code
Legal characters are 0-7 + and -.

Meridian/Township/Range/Section - This optional group of fields identifies a specific land area using standard PLSS township designations.



Type the meridian value, if desired. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian value, the following message appears in the message line:

ERROR: Invalid Meridian

NOTE:

If you enter a meridian value, you must enter the township and range values.



Type the township value. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township value or attempt to bypass this field, the following message appears in the message line:

ERROR: Invalid Township
WARNING: Township must be entered
if Meridian is entered



Type the range value. Press NEXT FIELD to continue to the Section field.

If you enter an invalid range value or attempt to bypass this field, one of the following error messages appears in the message line:

WARNING: Range must be entered if Meridian
and Township are entered
ERROR: Invalid Meridian/Township/Range
combination



Type the section code if applicable. Press NEXT FIELD to continue to the Mask Code field.

Mask Code - This optional three-character code identifies a group of case types established by a System user.

NOTE:

You may use either a mask code or identify specific case types in your selection criteria, not both.



Type the mask code, if desired. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This optional six-digit field contains the case type code used to identify the type of a case or cases. Data Element 2961 contains valid case type codes. You may enter up to ten different case type codes to limit the number of cases accessed for this report.

NOTE:

If you typed a value in the Mask Code field, the cursor skips this field for entry. You may enter either a mask code or case type(s).



Type the case type code, if applicable. Press NEXT FIELD to continue to the next Case Type field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

Continue entering case type codes in the fields as needed. Press NEXT FIELD on a blank case type field to continue to the Case Status field.

DE 2586

Case Status - This optional two-digit field identifies the case status specified by an action. You may enter up to six status codes to limit this report. Data Element 2586 contains a list of allowable case status codes.



Type the case status code, if applicable. Press NEXT FIELD to continue to next Case Status field or the Qualifying Action Codes fields.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Status Code

Continue entering case status codes in the fields as needed. Press NEXT FIELD on a blank, or the last, Case Status field to continue to the Qualifying Action Codes field.

Qualifying Action Codes - The first section of fields on this second page of the Option 1 Abstract includes space to enter qualifying action codes. A qualifying action code is one that exists in a case, i.e., retrieve cases that contain the given date range.

Date Range - This eleven-character field contains the range of dates during which the specified actions must have been entered with the System for this report to retrieve the case abstracts which contains these actions. Use the standard System date format, DD-MON-YYYY. Enter the earlier date before the more recent date, e.g., 01-JAN-1992 before 29-MAR-1992.



Type the dates for the range as indicated (both dates). Press NEXT FIELD to continue to the Action Code fields.

If you enter an invalid or improperly formatted date, the following message appears in the message line:

ERROR: Date format must be DD-MON-YYYY

If you do not enter the second date in the range, the following message appears in the message line:

ERROR: Both dates must be entered

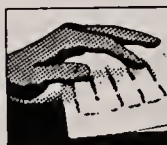
CASE223F	BLM Interim LIS Case Abstract - Selection Criteria	28-JUL-92
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Qualifying Action Codes</p> <p style="text-align: center;">Date Range</p> <p style="text-align: center;">[] -to- []</p> <p style="text-align: center;">Action Codes</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: 80%;"> <p style="text-align: center;">Disqualifying Action Codes</p> <p style="text-align: center;">Date Range</p> <p style="text-align: center;">[] -to- []</p> <p style="text-align: center;">Action Codes</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div><div>[]</div> </div> <p style="text-align: center; margin-top: 5px;">Action Code/Second Date Type</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div><div>[]/[]</div> </div> </div>		
Doc Type []	BLM Pending Enty []	Other Pending Enty []
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Char Mode: Replace Page 4		Count: *0

Figure 4 Case Abstract Selection Criteria Form (CASE223F Page 3)

If the second date is earlier than the first date in the range, the following message appears in the message line:

ERROR: 2nd date in the range must be larger than 1st date

Action Codes - These ten, three-digit fields identify those actions which must be present, within the specified date range, for the report to retrieve the cases.



Type the action code(s). Press NEXT FIELD to continue to the next Action Code field or the Disqualifying Action Codes field.

Continue entering action codes in the fields as needed. You may enter up to ten qualifying action codes.

Disqualifying Action Codes - The disqualifying action codes section of Option 1 Abstract includes fields in which to enter disqualifying action codes and the date range of their occurrence. A disqualifying action code is one that does not exist in a case, i.e., retrieve cases that do not contain a specified action code within the given date range.

Date Range - This eleven-character field contains the range of dates in which the System searches to verify that the specified actions do not exist. Use the standard System date format, DD-MON-YYYY. Enter the earlier date before the more recent date, e.g., 01-JAN-1992 before 29-MAR-1992.



Type the dates for the disqualifying ranges as indicated. Press NEXT FIELD to continue to the Action Code fields.

If you enter an invalid or improperly formatted date, the following message appears in the message line:

ERROR: Date format must be DD-MON-YYYY

If you do not enter the second date in the range, the following message appears in the message line:

ERROR: Both dates must be entered

If the second date is earlier than the first date in the range, the following message appears in the message line:

ERROR: 2nd date in the range must be larger than 1st date

Action Codes (Disqualifying) - These ten, three-digit fields identify those actions which must not be present in any given case during the specified date range, for the report to retrieve the cases.



Type the disqualifying action codes. Press NEXT FIELD to continue to the next Action Code field or the Action Code/Second Date Type fields.

Continue entering action codes in the fields as needed. You may enter up to ten qualifying action codes.

Action Code/Second Date Type - These two fields contain an action code with a second date type. These fields allow you to disqualify an action record when it also contains a second date.



Type the disqualifying action code. Press NEXT FIELD to continue to the second date type. Type the second date type. Press NEXT FIELD to continue to the next Action Code/Second Date field or the Doc Type field.

If you enter an action code without entering a second date type, the following message appears when you attempt to bypass the Second Date field:

**ERROR: Disqualifying action code and
2nd date type must both be entered**

DE 2577

Doc Type (Document Type) - This two-character alphabetic field identifies a type of document issued (e.g., patent, quit claim, deed, etc...) on a case. Data Element 2577 contains valid document types.



Type a document type code to retrieve cases that contain the specified document types. Press NEXT FIELD to continue to the BLM Pending Entity field.

DE 0419

BLM Pending Enty (BLM Pending Entity) - This 13-character alphanumeric field contains a code used to identify a BLM office that has an action on a case, e.g., report requested from Survey Coordination Staff, where the Survey Coordination Staff is the pending entity. Data Element 0419 contains valid BLM pending entity codes.



Type the BLM Pending Entity Code, if applicable. Press NEXT FIELD to continue to the Other Pending Entity field.

DE 2929

Other Pending Enty (Other Pending Entity) - This eight-character alphanumeric field contains a code identifying the office outside the BLM that has an action on a case. Data Element 2929 contains valid other pending entity codes.



Type the other pending entity, if applicable. Press NEXT FIELD to continue to the Customer ID field.

CASE223F	BLM Interim LIS Case Abstract - Selection Criteria	28-JUL-92																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Customer ID</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table> </div> <div style="width: 45%;"> <p style="text-align: center;">US Rights</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td></tr> </table> <p style="text-align: center;">Commodities</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td><td style="width: 20%; height: 20px;"></td></tr> </table> </div> </div> <div style="text-align: right; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Are all Entries Correct? <input type="checkbox"/> </div> </div>																						
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>																						
Char Mode: Replace Page 5		Count: *0																				

Figure 5 Case Abstract Selection Criteria Form (CASE223F Page 4)

Customer ID - These nine-character fields contain up to ten customer identification numbers for you to limit the abstracts received to only those cases that contain the specified customer(s).



Type the Customer ID. Press NEXT FIELD to continue to the U.S. Rights field.

Continue entering Customer IDs in the fields as needed. You may enter up to ten Customer IDs.

U.S. Rights - These three-digit fields contain up to five Rights reserved to the U.S. on the retrieved case(s) for which the System will generate an abstract report.



Type the U.S. rights code. Press NEXT FIELD to continue to the next U.S. Rights field or the Commodities field.

Commodities - These three-character fields contain up to five commodities allotted to the retrieved case(s) for which the System will generate an abstract report.



Type the commodity codes as needed. Press NEXT FIELD to continue to the next Commodities field or the Are All Entries Correct? field.

Are All Entries Correct? - This field allows you to accept the selection criteria you entered, Y, or return to Geographic State field and make changes to the selection criteria, N.

When you access this field, the following message appears in the message line:

Enter N if you want to change anything
and Y if everything is OK



Type Y and press NEXT FIELD to accept the data entered and return to the Case Abstract Selection Criteria Form (CASE223 - Page 1) Destination field to specify printing parameters.

Type N and press NEXT FIELD to move the cursor back to the Geographic State field and make changes to the criteria entered as needed.

Refer to the Case Abstract Selection Criteria Form (CASE223F - Page 1) documentation for printing instructions.

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2.1 Case Abstract Report - Option 2 (CASE223F - Page 5)

When you select Option 2 from the Case Abstract Selection Criteria Form (CASE223F - Page 1), you access the Case Abstract Selection Criteria Form (CASE223F - Page 5), as shown in Figure 6, with your cursor in the first position of the Geo State field on the left side of the page.

Descriptions of each field precede entry instructions. The Geo State, Land Office and Ser Num fields are mandatory, the other fields are optional.

WARNING:

You must know the entire case serial number(s) of the case(s) for which you want to generate abstract reports.

CASE223F		BLM Interim LIS		28-JUL-92	
Case Abstract - Selection Criteria					
Selection by Serial Number List			Selection by first 13 positions of Serial Number		
Geo	St	Land Ofc	Prefix	Ser Num	Suff
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			A Case Abstract will be printed for each case where the Serial Number begins with the thirteen characters above.		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>					
Char Mode: Replace			Page 6		
			Count: *0		

Figure 6 Case Abstract Selection Criteria Form - (CASE223F - Page 5)

If you attempt to bypass the Geo State, Land Office, or Serial Number fields, the following message appears in the message line:

Field must be entered

DE 0099 **Geo State (Geographic State)** - This mandatory two-character alphabetic field identifies the geographic state in which a case or cases occur. Data Element 0099 contains valid designations for each administrative state.



Type the geographic state code. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state code, this error message appears in the message line and the cursor returns to the first position of the Geo State field:

ERROR: Invalid Geo State

DE 2911 **Land Ofc (Land Office)** - This mandatory four-character field identifies the land office responsible for this case. This field contains either the land office designation or the mining claim designation within the case serial number. Each land office or mining claim designation has been assigned a different designation between one and four letters in length. Data Element 2911, positions 3-6, contains a listing of valid land office codes.



Type the land office code. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office code, this error message appears in the message line and the cursor returns to the first position of the Land Office field:

ERROR: Invalid Land Office

Prefix - This optional single-digit field contains a zero value or remains blank, as shown in the case file. Case serial numbers assigned between July 1, 1908 and June 30, 1966 contain a zero in this position, all other case serial numbers should have a blank space for the Prefix.



Type the prefix, if applicable, or leave the field blank. Press NEXT FIELD to continue to the Ser Num field.

If you enter an invalid Prefix value, this error message appears in the message line:

ERROR: Only 0 or blank allowed

Ser Num (Serial Number) - This six-digit numeric field contains the numeric number assigned to this case as shown in the case file.



Type the serial number. Press NEXT FIELD to continue to the Suffix field.

Suff (Suffix) - This optional two-character alphanumeric field contains a designated suffix of a case serial number. The Suffix usually exists as a result of a division of an original case into multiple, separate and unique cases (e.g., a classification, a Recreation & Public Purpose (R&PP) lease or patent, a unit agreement and related participating areas, etc...). In the past, a Suffix denoted a partial assignment, and many of these cases still exist in the database today. The current practice is to assign a new case serial number to partial assignments. Very few recent case serial numbers contain a suffix value.



Type the suffix, if applicable. Press NEXT FIELD to continue to the next line of the serial number list in the Geo State field to enter additional case serial numbers from which to generate Case Abstract reports.

NOTE:

You may enter up to 100 case serial numbers and generate a case abstract report on each case serial number.

If you enter an invalid case serial number, the following message appears when you press NEXT FIELD or COMMIT in the Suffix field:

ERROR: Invalid Serial Number



Press COMMIT after entering your last case serial number. The cursor moves into the Destination field on the Case Abstract Selection Criteria Form (CASE223 - Page 1).

Refer to the Case Abstract Selection Criteria Form (CASE223 - Page 1) documentation for printing instructions.

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2.1 Case Abstract Report - Option 3 (CASE223F - Page 5)

When you select Option 3 from the Case Abstract Selection Criteria Form (CASE223F - Page 1), you access the Case Abstract Selection Criteria Form (CASE223F - Page 5), as shown in Figure 7, with your cursor in the first position of the Geo State field on the right side of the page.

Descriptions of each field precede entry instructions. The Geo State, Land Office and Ser Num fields are mandatory, the other fields are optional.

WARNING:

You must know the entire case serial number(s) of the case(s) for which you want to generate abstract reports.

CASE223F		BLM Interim LIS		28-JUL-92	
Case Abstract - Selection Criteria					
Selection by Serial Number List			Selection by first 13 positions of Serial Number		
Geo	St	Land Ofc	Prefix	Ser Num	Suff
			A Case Abstract will be printed for each case where the Serial Number begins with the thirteen characters above.		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>					
Char Mode: Replace			Page 6		
			Count: *0		

Figure 7 Case Abstract Selection Criteria Form - (CASE223F - Page 5)

If you attempt to bypass the Geo State, Land Office, or Serial Number fields, the following message appears in the message line:

Field must be entered

DE 0099

Geo State (Geographic State) - This mandatory two-character alphabetic field identifies the geographic state in which a case or cases occur. Data Element 0099 contains valid designations for each administrative state.



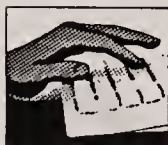
Type the geographic state code. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state code, this error message appears in the message line and the cursor returns to the first position of the Geo State field:

ERROR: Invalid Geo State

DE 2911

Land Ofc (Land Office) - This mandatory four-character field identifies the land office responsible for these case(s). This field contains either the land office designation or the mining claim designation within the case serial number. Each land office or mining claim designation has been assigned a different designation between one and four letters in length. Data Element 2911, positions 3-6, contains a listing of valid land office codes.

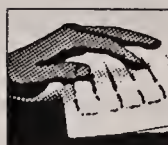


Type the land office code. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office code, this error message appears in the message line and the cursor returns to the first position of the Land Office field:

ERROR: Invalid Land Office

Prefix - This optional single-digit field contains a zero value or remains blank, as shown in the case file. Case serial numbers assigned between July 1, 1908 and June 30, 1966 contain a zero in this position, all other case serial numbers should have a blank space for the Prefix.



Type the prefix, if applicable, or leave the field blank. Press NEXT FIELD to continue to the Ser Num field.

If you enter an invalid Prefix value, this error message appears in the message line:

ERROR: Only 0 or blank allowed

Ser Num (Serial Number) - This six-digit numeric field contains the numeric number assigned to this case(s) as shown in the case file(s).



Type the serial number. Press NEXT FIELD or COMMIT to return to the Destination field on the Case Abstract Selection Criteria Form (CASE223 - Page 1).

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2.2 Case Totals by District/Case Type/Status Report Form (CASE203F)

CASE203R ADM-STATE: ALASKA			BUREAU OF LAND MANAGEMENT - INTERIM LIS CASE TOTALS BY DISTRICT/CASE TYPE STATUS				
ADM STATE	DIST CODE	CASE TYPE	CASE TYPE DESCRIPTION	CASE STATUS	STATUS DESCRIPTION	SERIAL	
AK	04	311111	O&G LSE NONCOMP PUB LAND	02	PENDING	3	

The Case Totals by District/Case Type/Status Report (CASE203F) produces a 132-column report listing the total number of cases for each district specified, by case type and case status. The Case Totals by District/Case Type/Status Report, above, contains the following data: total cases by case type, case status, district and case type. The report sorts by ascending district (if applicable), case type and case status.

When you select the Case Totals by District/Case Type/Status Report option from the Report Processing Menu, the Case Totals by District/Case Type/Status Report Form (CASE203F) appears as shown in Figure 1, with your cursor in the first District field.

WARNING:

Carefully verify the amount of data the selection criteria you enter will access, as generating a large report may cause System performance to deteriorate. Also, selecting only a district code can cause this report to fail.

DE 0419

Districts - These two-digit numeric fields identify codes used to represent the BLM district office responsible for managing the lands defined within a case or cases.

CASE203F	BLM Interim LIS	26-MAR-93
Case Totals by District /Case Type/Status - Selection Criteria		
Select 1 to 10 Districts		
<div style="display: flex; justify-content: space-around; align-items: center;"> [1 2 3 4 5 6 7 8 9 10] </div> <p style="text-align: center;">Warning: Selecting a district code only, can cause this report to fail</p>		
Select 1 to 6 Status Codes		
<div style="display: flex; justify-content: space-around; align-items: center;"> [1 2 3 4 5 6] [Casetype] or [Casetype Mask Code] </div>		
Destination P PR0		Queue Type N
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Char Mode: Replace Page 1 Count: *0		

Figure 1 Case Totals by District/Case Type/Status Report Form - (CASE203F)

Data Element 0419 contains a list of valid District Office codes. The District Office codes are valid only to the section level.



Type the district office code in the first District field. Press NEXT FIELD to continue to the next District field.

If you enter an invalid district code, the following message appears in the message line and your cursor remains in the field:

ERROR: Invalid BLM District

If you do not enter a district code, when you attempt to commit the report the following message appears in the message line and the cursor returns to the first District field:

ERROR: Mandatory field has not been entered

When you enter your last or tenth District code, press NEXT FIELD to continue to the first Case Status field.

Case Status - These six two-digit fields contain codes used to identify the status of a case as set by the actions taken in the case, e.g., 02 – Pending, 07 – Closed, 04 – Authorized.

Use this field to limit cases retrieved to one or more status(es). If you do not specify one, all are retrieved.



Type the case status code, if applicable. Press NEXT FIELD to continue to the next Case Status field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Status Code

Press NEXT FIELD to continue to the Case Type field when you enter your last case status code.

NOTE:

You may enter either a case type code or a mask code, not both.

DE 2961

or...

LOV ♥

Case Type - This optional six-digit field contains the code used to identify the type of case, e.g., 262000 – State Grant, 384103 – MC - Lode Claims - Nat. Park.



Type the case type, if applicable. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case type, the following message appears in the message line:

ERROR: Invalid Case Type

Press NEXT FIELD without entering a case type code to continue to the Mask Code field.

Mask Code - This three-character field contains a code established by a user to identify a group of case types. Check with your data administrator or supervisor for a list of valid mask codes and their case types.



Type the mask code, if appropriate. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File, or P for Printer



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.*

Printer ID		Width	Description
DIREP	132	BLDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
PRO	132	BLDG 53 HIGH SPEED PRINTER	

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and **NITE2** identify the queues in which the report is located for processing. The **JOBID** provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE203R.095608.RPT, resides in your originating
directory on the Prime, outside the Oracle
environment.



To print or edit this file, you must return to the Primos
environment.

Please check with your office procedures for printing
report files.

When your report is through the batch queue after
printing, a message similar to the following appears on
the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE203R.135356.CPL for LKOHHR
(#10732) completed
```



Press **REDISPLAY PAGE** to clear the message and
return to the form.

NOTE:

This message may not appear while you are in the
report form. However, neither the message nor
pressing **REDISPLAY PAGE** interrupt your processes.

You may now enter criteria for another report or press
EXIT to exit the form and return to the last accessed
menu.

NOTE:

To delete a report from the System once you send
it to a printer or a file, you must contact your
Database Administrator or Supervisor to assist in
locating the file or batch job and performing a
Prime logout or file deletion.

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2.3 Action Code Reports Menu

When you select the Action Code Reports Menu option from the Reports Processing Menu, the menu illustrated in Figure 1 appears.

```

JTIL505F                                BLM Interim LIS                                11-AUG-92
                                     Action Code Reports Menu
-> 1.Action Code Totals Used by Unit
   2.Action Codes Used by Case Type
   3.Action Codes Used by Date/Case Type
   4.Action Codes Used Monthly by Case Type
   5.Parcel Totals by Action Code
   6.Report Processing Menu

Option Number:  Option Number:  QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1                      Count: *0

```

Figure 1 Action Code Reports Menu

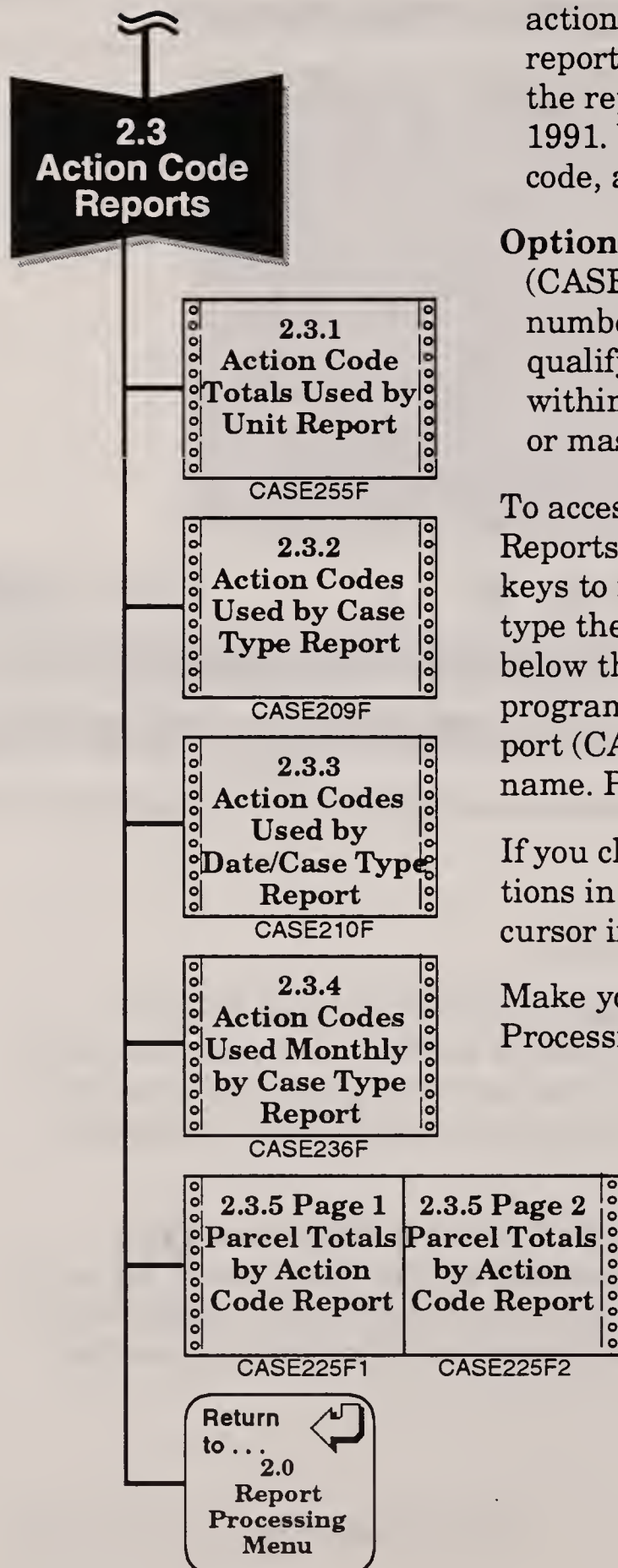
Your options include:

Option 1 - Action Code Totals Used by Unit

(CASE255F) produces an 80-column report listing up to four action codes used within each organizational unit in the administrative state during a specified date range.

Option 2 - Action Codes Used by Case Type

(CASE255F) produces an 80-column report listing up to four action codes used within each organizational unit in the administrative state during a specified date range.



Option 3 - Action Codes Used by Date/Case Type
produces an 80-column report listing up to four action codes used within each organizational unit in the administrative state during a specified date range.

Option 4 - Action Codes Used Monthly by Case Type (CASE236F) produces a 132-column report of all action codes used on a monthly basis within a specified date range and case type. Only months in which actions were entered into the cases appear on the report. Consequently, some gaps in the chronology of the report may exist, e.g., May 1990 and February 1991. You may also limit this report by district, action code, and status.

Option 5 - Parcel Totals by Action Code (CASE225F) produces a 132-column report listing the numbered parcels and cases associated with up to ten qualifying and disqualifying action codes that occur within specified data ranges, for a specified case type or mask and MTRS or window.

To access the options available within the Action Code Reports Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the program name, e.g., Parcel Totals by Action Code Report (CASE225F) where CASE225F is the program name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the message line of the menu to move your cursor into the QXFER field.

Make your selection to continue with your Report Processing entries.

2.3.1 Action Code Totals Used by Unit Report Form (CASE255F)

CASE255R		BUREAU OF LAND MANAGEMENT - INTERIM LIS
ADM-STATE: AK		ACTION CODES TOTALS USED BY UNIT
OFFICE	001	
PSA	45539	
PSF	44947	
PSV	0	
ADO	223	
FDO	0	
AJA	859	
AJF	173	
DOA	0	
DAD	1572	
DFD	5794	
DAL	27	
DFL	0	
SUR	1	
T&E	0	
AMP	0	
AMM	0	
AMG	0	
AMY	94	
AMP	0	
AMK	0	
APO	0	
*** END of CASE255R ***		

The Action Code Total Used by Unit Report (CASE255F) produces an 80-column report listing up to four action codes used within each organizational unit in the administrative state during a specified date range. The Action Code Totals Used by Unit Report, above, contains the following information: action code, organizational unit and number of uses of each action code within each unit. The report sorts by organizational unit.

When you select the Action Code Totals Used by Unit Report option from the Action Code Reports Menu, the Action Code Totals Used by Unit - Selection Criteria Form (CASE255F) appears as shown in Figure 1, with your cursor in the Case Type field.

DE 2961
Or...
LOV ♥

Case Type - This mandatory six-digit field identifies a code used to identify a type of case within the BLM's automated Systems. Data Element 2961 and LOV contain valid case type codes.

If you attempt to bypass the Case Type field, the following message appears in the message line:

Field must be entered

CASE255F	BLM Interim LIS	07-AUG-92
Action Code Totals Used by Unit - Selection Criteria		
<div style="margin-bottom: 10px;">Case Type </div> <div style="margin-bottom: 10px;"> [Action Codes] </div> <div style="margin-bottom: 10px;"> [Date Range To] </div> <div>opt --> District </div>		
Note: With 'Screen' Output Type, use short ranges to avoid long run time.		
Destination PRO Queue Type 		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X> LOV		
Char Mode: Replace Page 1 Count: *0		

Figure 1 Action Code Totals Used by Unit Report Form - (CASE255F)



Type the case type code to limit your selection criteria to a particular case type. Press NEXT FIELD to continue to the second Case Type field.

If you enter an invalid case type code, the following message appears in the message line:

WARNING: Invalid Case Type

If you do not know the correct case type, press the LOV key for an on-line list of valid case type codes.

LOV ♥

When you access the Case Type LOV screen, Figure 2, your cursor appears in the first record of the Code (Case Type Code) field.

There are three fields in the Case Type LOV screen, Code (Case Type Code), Description (Case Type code description), Legal (legal explanation of the Case Type code). Use the NEXT RECORD / PREVIOUS RECORD keys or the NEXT SET / PREVIOUS SET keys to scroll through the available options.

You may also ENTER and EXECUTE a query from any of the columns within the Case Type LOV screen.

Press the ENTER QUERY key on your keyboard to clear the fields. Note that the words ENTER QUERY appear in the status line across the bottom of the screen.

DICT102F

BLM Interim LIS

Case Type (2961)

21-APR-92

Code	Description	Legal
000000	PUBLIC LAND (NO ACTION)	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED
000001	AREA-ORIGINAL 13 STATES	PRESENT AREA ORIGINAL THIRTEEN STATES
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON
000004	LOUISIANA PURCHASE-1803	PURCHASED FROM FRANCE ON APRIL 30, 1803
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1

Count: 10

Figure 2 Case Type LOV Screen (DICT147F)

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

LOV Example:

Code	Description	Legal
	NATIVE%	

Press **ENTER QUERY**. Press **NEXT FIELD** to move the cursor into the Description field. Type **NATIVE%** in the Description field. Press the **EXECUTE QUERY** key to query the database for matching responses within these fields.

The System returns the following data,

Code	Description	Legal
256400	NATIVE TOWNSITE	05-25-1926; 044STAT0629; 43USC733-736
256401	NATIVE TOWNSITE	06-08-1955;
265302	NATIVE GROUP SEL-AK	12-18-1971; 085STAT0688; 4USC1601
265400	NATIVE RES-AK; ANCSA19B	12-18-1971; 085STAT0688; 43USC1601

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the values returned in response to your query.

If you enter a query with no valid matches in the System, the following message appears in the message line of the LOV screen:

**Query caused no records to be retrieved.
Re-enter.**

Press NEXT FIELD to retrieve the current value.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

**DE 1775/
2960**

Action Codes - These three-digit numeric fields identify the actions taken to effect change and/or notations to a case. Data Elements 1775 and 2960 contain valid action codes by case type.

NOTE:

You must enter at least one action code, but no more than four.



Type the action code in the space provided. Press NEXT FIELD to continue to second Action Code field, and so on.

When you press NEXT FIELD on the last Action Code field or on a blank Action Code field, the cursor continues to the Date Range field.

If you press NEXT FIELD without entering any action codes, the following message appears in the message line:

ERROR: Field must be entered

If you enter an invalid action code, the following message appears in the message line:

WARNING: Invalid Action Code for Case Type

Date Range - This two-section date field contains two dates to specify a range in which data are to be obtained. The second section always defaults with today's date.

You may specify the range by entering one or both dates. Use this format when entering the date(s):
DD-MON-YYYY, e.g., 01-JAN-1994.



Type the lower range of the date in the first date field. Press NEXT FIELD to continue to the second date field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

ERROR: Invalid Date
Day must be between 1 and last of month.
Not a valid month name.
Year must be 1776-4444.
Field must be entered completely.
Date format is DD-MON-YYYY.



Type the second date, if you want to override the default value of today's date, using the appropriate format and within the specified date limitations. Press NEXT FIELD to continue to the Destination field.

If you enter the date incorrectly, one of the previously mentioned errors may appear in the message line.

If you enter a range of dates spanning more than 50 months, the following message appears in the message line:

The time span between dates must be
in the range of 0- to 50- months.

DE 0419
Or...
LOV ♥

District - This optional two-character field contains a code identifying an area managed by a BLM district office. Data element 0419 and LOV contain valid codes.



Type this district office code, if applicable. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid district office code, the following message appears in the message line:

ERROR: Invalid BLM District

If you do not know the appropriate district code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the District / Resource Area / Planning Unit LOV screen, Figure 3, from the District Office or Resource Area fields, all valid DO and RA values appear in the Dist and RA fields with the cursor in the first position of the Adm State field.

Use the NEXT / PREVIOUS RECORD and NEXT / PREVIOUS SET keys to scroll through the valid District Office and Resource Area values displayed.

You may also query for a particular value following the ENTER / EXECUTE QUERY procedures.

DICT126F		BLM Interim LIS		27-APR-93	
District/Resource Area/Planning Unit (0419)					
Adm	State	Dist	RA	PU	Description
1	04				ANCHORAGE DISTRICT OFFICE
2	05				GLENHALLEN DISTRICT OFFICE
3	06				ARCTIC DISTRICT OFFICE
4	07				KOBUK DISTRICT OFFICE
5	08				STEESE/WHITE MTNS DISTRICT OFFICE

<Show Keys=KP1> <Exit=Shift-F10> 100

Char Mode: Replace Page 1 Count: *5

Figure 3 District/Resource Area/Planning Unit LOV Screen (DICT126F)

Press **ENTER QUERY** to clear the fields and place your cursor in the Adm State field. The Adm State defaults to the Administrative state in which your System resides.

Type your query parameters in one or more fields, using the **NEXT FIELD** key to move from field to field, and using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press **NEXT FIELD** to move the cursor to the Description field.

Type **GLEN%** in the Description field.

Press **EXECUTE QUERY** to retrieve all District Office and Resource Area codes containing **GLEN** in the description.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the current code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed codes.

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report runs overnight based on Database Administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter or
(F)ile

or

Enter destination type of (P)rinter,
(F)ile or (S)creen



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

Type **S** to specify a screen display. Press **COMMIT** to retrieve a screen display of the report output matching your selection criteria.

If you press a key other than **COMMIT** after typing **S**, the following message appears in the message line:

Press **COMMIT** to run this report

When you enter **S** in the Destination field and press **COMMIT**, the following message appears in the message line while the System retrieves the output data:

Working, please wait...

The report, identical to the 80-character hardcopy output, prints to the screen.

The System displays one screen at a time, identifying the report title, program name, date and page number at the top of each page. A page is two screens.

If you enter a value other than P, F or S in the destination field, the following message appears in the message line:

**ERROR: Enter F for File, P for Printer
or S for Screen**



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

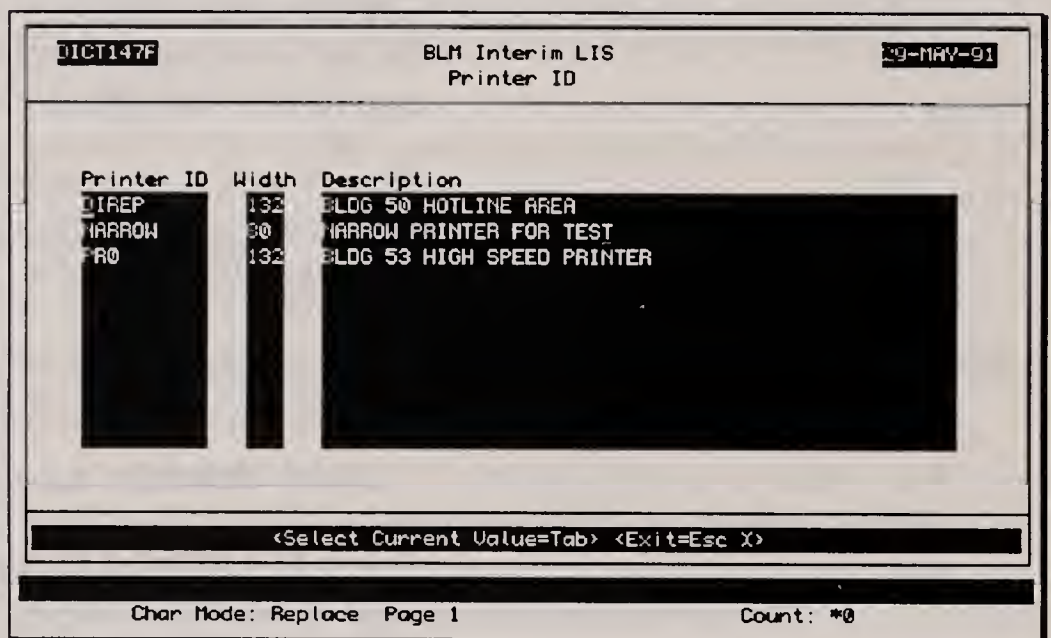
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 4, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen.



Printer ID	Width	Description
01AEP	132	BLDG 50 HOTLINE AREA
NARROW	30	NARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 4 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on Express queue
or N for Nite queue

or

Enter N to submit report. Express queue
unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE255R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS) at  
13:55
```

```
Job CASE255R.135356.CPL for LKOHR (#10732)  
completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.3.2 Action Codes Used by Case Type Report Form (CASE209F)

ACT CD	ACTION DESCRIPTION	ACTION COUNT	ACT CD	ACTION DESCRIPTION	ACTION COUNT	ACT CD	ACTION DESCRIPTION	ACTION COUNT
001	APLN RECD/CASE ESTABLISH	217	073	FINAL CERT CANCELLED	0	468	BOND FILED	0
007	APLN REJ/DEN IN PART	52	080	PATENT CANCELLED	0	401	TRESPASS RESOLVED	9
056	AMENDMENT FEE RECEIVED	2	085	TITLE ACCEPTED BY US	4	353	RECLAMATION COMPLETED	1
083	MONIES RECEIVED	21	091	AMENDED LOCATION FILED	0	334	PLAN/NOTICE AMEND/CORR	1
110	ANNUAL FILING FEE RECD	3	094	DEFERMENT REQUEST FILED	0	329	PLAN OPER/EXPL/DEV APPV	1
112	ADDTL INFO RQSTD	33	096	DEFERMENT DENIED	0	320	OPERATION NON-COMPLIANCE	0
114	APPRAISAL/REAPPR RQSTD	19	906	LOCATION DATE	67	316	SUSP LIFTED	0

The Action Codes Used by Case Type Report (CASE209F) produces a 132-column or 80-column report of all action codes used within a single specified case type or all case types. The Action Codes Used by Case Type Report, above, contains the following information: case type, action code, action description, and action count (number of times an action code is used within the case type). The report sorts by ascending action code or action description depending upon your specifications in the selection criteria.

When you select the Action Codes Used by Case Type Report option from the Action Code Reports Menu, the Action Codes Used by Case Type Report Form (CASE209F) appears as shown in Figure 1, with your cursor in the Action Code Sort Criteria field.

There are two options for sorting the report output, either numerically by Action Code or alphabetically by Action Description.



Type an **x** in the Action Code field to sort by action code.
Press **NEXT FIELD** to continue to the Case Type field.

If you do not want to sort by action code, press NEXT FIELD without entering a value in the Act Code field to continue to the Action Description field for sort criteria.

Either enter the **x** in the Action Description field, or press PREVIOUS FIELD to return to the Action Code field and type **x**.

DE 2961

Case Type - This optional six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park, 256100 - Native Allotment. Data Element 2961 contains a list of valid case types.



Type the case type to specify the type of case for which you want an action code activity report. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

If you do not want to limit the report to a particular case type, press NEXT FIELD without entering a case type code to continue to the Destination field.



WARNING:

Depending upon the parameters you specify, this report may take several hours to generate or print. Generally, this report runs overnight based on database administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter,
(F)ile or (S)creen**



Type **P** to print the report output to a printer. Press NEXT FIELD to continue to the second portion of the Destination field.



Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue field.

Type **S** to specify a screen display. Press **COMMIT** to retrieve a screen display of the report output matching your selection criteria.

If you press a key other than **COMMIT** after typing **S**, the following message appears in the message line:

Press COMMIT to run this report

When you enter **S** in the Destination field and press **COMMIT**, the following message appears in the message line while the System retrieves the output data:

Working, please wait...

The report, identical to the 80-character hardcopy output, prints to the screen.

The System displays one screen at a time, identifying the report title, program name, date and page number at the top of each page. A page is two screens.

If you enter a value other than **P**, **F** or **S** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File, P for Printer
or S for Screen**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Width field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes.*

*You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.*

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
DIREP	132	BLDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
FRQ	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT / PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Width - This single-character field identifies the width of the report output, W specifying a wide carriage (132-characters), N specifying a narrow carriage (80-characters).

When you access the Width field, the following message appears in the message line:

Enter W for wide (132) report or N
for narrow (80) report

If you attempt to bypass the width field without entering any value, the following message appears in the message line:

Field must be entered.



Accept the default N for narrow output, or type W for a wide carriage output. Press **NEXT FIELD** to continue to the Width field.

If you enter an invalid character in the Width field, the following message appears in the message line:

**ERROR: Enter W for a wide (132) report
or N for a narrow (80) one**

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

**Enter E to submit report on
Express queue or N for Nite queue**

or

**Enter N to submit report.
Express queue unavailable.**

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to queue your report. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE209R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.

To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE209R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupt your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the Report Processing Menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.3.3 Action Codes Used by Date/Case Type Report Form (CASE210F)

CASE210R					
BUREAU OF LAND MANAGEMENT - INTERIM LIS					
ACTION CODES USED BY DATE/CASE TYPE					
ADM-STATE: AK					
ACT	ACTION	ACTION	ACT	ACTION	ACTION
CD	DESCRIPTION	COUNT	CD	DESCRIPTION	COUNT
001	APLN RECD/CASE ESTABLISH	3	169	ADM-JURIS TRFD	2
317	ORDER ISSUED	3	372	SEGREGATION TERMINATED	1
836	WDL REVOKED	3	970	CASE CLOSED	4
998	AUDITED FOR CONVERSION	3	A22	ACT CONVERTED (JC)	5

The Action Codes Used by Date/Case Type Report (CASE210F) produces a 132-column or 80-column report of all action codes used during a particular date range, within a specified case type or mask and maintaining a specified case status. The Action Codes Used by Date/Case Type Report, above, contains the following information: Action Code, Action Description and Action Count (number of times used). The report sorts by ascending action code.

When you select the Action Codes Used by Date/Case Type Report option from the Action Code Reports Menu, the Action Codes Used by Date/Case Type Report Form (CASE210F) appears as shown in Figure 1, with your cursor in the Case Type field.

WARNING:

Consider carefully the amount of data your mask code or case type will access. Generating a comprehensive report may cause System performance to deteriorate.

If you do not want to limit the report to a single case type, press NEXT FIELD on the blank Case Type field to continue to the Mask Code field.

Mask Code - This three-character alphanumeric code identifies a group of case types established by a system user to meet his/her needs in accessing data for particular case types. Check with your Supervisor or Database Administrator for a list of valid mask codes.



Type the mask code to specify a group of case types for which you want an action code activity report. Press NEXT FIELD to continue to the Date Range field.

If you enter an invalid Mask Code, the following message appears in the message line:

ERROR: Invalid Mask Code

If you do not want to limit the report to a particular mask code, and you did not enter a case type code, you must press PREVIOUS FIELD to return to the Case Type field and enter a valid case type code.

If you attempt to continue to the Date Range field without entering either a case type or mask code, the following error appears in the message line:

ERROR: Mask or Case Type must be entered

Date Rng (Date Range) - This required two-section date field contains two dates to specify a range from which data are to be obtained. The second section defaults to the current date. Use the standard system format when entering the date(s): DD-MON-YYYY, e.g., 01-JAN-1994.



Type the lower range of the date in the first date field. Press NEXT FIELD to continue to the second date field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

Day must be between 1 and last of month.
Not a valid month name.
Year must be 1000-4712.
Field must be entered completely.
Date format is DD-MON-YYYY.



Type the second date if you want to override the default value of today's date, using the appropriate format and within the specified date limitations. Press NEXT FIELD to continue to the Case Status field.

If you enter the date incorrectly, one of the previously mentioned errors may appear in the message line.

If you enter the range backwards, i.e., the later date before the earlier date (01-JAN-1994 31-DEC-1992), the following message appears in the message line:

ERROR: Invalid date range

If you attempt to continue to the Case Status field without entering a date range, the following message appears in the message line:

Field must be entered

DE 2586

Case Status - This optional two-digit field contains a code identifying the status of a case assigned by an action taken/noted within a case. Case status includes: 01 - void, 02 - pending, 03 - recorded, 04 - authorized, 05 - inactive, 06 - interim, 07 - closed.



Type the case status code in the space provided. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Status Code

If you do not want to limit your report to a particular case status, press NEXT FIELD without entering a status code to continue to the Destination field.

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report runs overnight based on database administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter,
(F)ile or (S)creen



Type **P** to print the report output to a printer. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

Type **S** to specify a screen display. Press **COMMIT** to retrieve a screen display of the report output matching your selection criteria.

If you press a key other than **COMMIT** after typing **S**, the following message appears in the message line:

Press **COMMIT** to run this report



When you enter **S** in the Destination field and press **COMMIT**, the following message appears in the message line while the System retrieves the output data:

Working, please wait...

The report, identical to the 80-character hardcopy output, prints to the screen.

The System displays one screen at a time, identifying the report title, program name, date and page number at the top of each page. A page is two screens.

If you enter a value other than **P**, **F** or **S** in the destination field, the following message appears in the message line:

ERROR: Enter **F** for File, **P** for Printer
or **S** for Screen



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
DREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PR0	132	BLDG 53 HIGH SPEED PRINTER

<Show> Keys=KPI <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid printer ID codes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor through the values.

Press NEXT FIELD to retrieve the selected code..

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Width - This single-character field identifies the width of the report output; W specifying a wide carriage (132-characters), N specifying a narrow carriage (80-characters).

When you access the Width field, the following message appears in the message line:

Enter W for wide (132) report
or N for narrow (80) report



Accept the default N for narrow output, or type W for a wide carriage output. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid code in the Width field, the following message appears in the message line:

ERROR: Enter W for a wide (132) report or N
for a narrow (80) one

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to queue your report in the appropriate queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE210R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.

To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

***BATCH_SERVICE (user 218 on ZEUS)
at 13:55

Job CASE210R.135356.CPL for LKOH
(#10732) completed



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the Report Processing Menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.3.4 Action Codes Used Monthly by Case Type Report Form (CASE236F)

CASE236R		BUREAU OF LAND MANAGEMENT - INTERIM LIS					
ADM-STATE: ALASKA		ACTION CODES USED MONTHLY BY CASE TYPE					
CASE TYPE: 231130		WOL-AK					NR TOWNSITE
MONTH	YEAR	TOTAL	001	970	974	998	A22
JUL	1990	129	71	.	.	58	.
AUG	1990	17	.	4	.	13	.
JAN	1991	3	.	.	.	3	.
SEP	1991	2	.	.	1	1	.
OCT	1991	964	964
TOTAL			71	4	1	75	964
TOTAL NUMBER OF CASES:		27					

The Action Codes Used Monthly by Case Type Report (CASE236F) produces a 80-column report of all action codes used on a monthly basis within a specified date range and case type. Only months in which actions were entered into the cases appear on the report. Consequently, some gaps in the chronology of the report may exist, e.g., May 1990 and February 1991. You may also limit this report by district, action code, and status. The Action Codes Used Monthly by Case Type Report, above, contains the following information: action code, year and month used, total number of each action code used within the specified date range, and the total number of cases. The report sorts by chronological date of the range entered by month.

When you select the Action Codes Used Monthly by Case Type Report option from the Action Code Reports Menu, the Action Codes Used Monthly by Case Type Report Form (CASE236F) appears as shown in Figure 1, with your cursor in the Date Range field.

CASE236F	BLM Interim LIS	29-JUL-92								
Action Codes Used Monthly by Case Type - Selection Criteria										
Date Range To 29-JUL-1992										
NOTE: Entering a large date range will slow response time for this report.										
Case Type 										
	1	2	3	4	5	6	7	8	9	10
opt--> Districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
opt--> Action Codes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
opt--> Status Codes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Destination P PRO 										
Queue Type 1										
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>										
Char Mode: Replace Page 1 Count: *0										

Figure 1 Action Codes Used Monthly by Case Type Report Form - (CASE236F)

Date Range - This mandatory two-section date field contains two dates to specify a range in which to obtain data. The second section defaults to the current date.

This required field contains two dates, specifying a range from which action code activity will be obtained. Use the standard system format when entering the date(s): DD-MON-YYYY, e.g., 01-JAN-1994.



Type the lower range of the date in the first date field. Press NEXT FIELD to continue to the second Date field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

- Day must be between 1 and last of month.
- Not a valid month name.
- Year must be 1000-4712.
- Field must be entered completely.
- Date format is DD-MON-YYYY.



Type the upper range if you want to override the default. Press NEXT FIELD to continue to the Case Type field.

If you enter the date incorrectly, one of the previously mentioned errors may appear in the message line.

If you attempt to continue to the Destination field without entering a date range, the following message appears in the message line:

Field must be entered

DE 2961

Case Type - This mandatory six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park, as one of your selection criteria. Data Element 2961 contains valid case type codes and descriptions.



Type the case type code. Press NEXT FIELD to continue to the District fields.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

If you attempt to continue to the Districts field without entering a case type code, the following message appears in the message line:

ERROR: Mandatory field has not been entered

DE 0419

Districts - These optional two-digit fields contain district office codes representing BLM District Offices responsible for cases within the System. Data Element 0419 contains valid district office codes.



Type the district office code, if applicable. Press NEXT FIELD to continue to the next District field.

If you enter an invalid district code, the following message appears in the message line:

ERROR: Invalid District Office code

Press NEXT FIELD on a blank District field or the last District field to continue to the first Action Code field.

If you do not want to limit your report to one, or up to ten, Districts, press NEXT FIELD on the first District field to continue to the first Action Code field.

**DE 1775/
2960**

Action Code - These five three-digit fields allow you to enter specific action codes within the specified case type for which you want a monthly activity report. Data Element 1775/2960 contains valid action codes.



Type the action code, if applicable. Press NEXT FIELD to continue to the next Action Code field.

Press NEXT FIELD on a blank Action Code field or the last Action Code field to continue to the first Status Code field.

DE 2586

Status Code - These six two-digit fields allow entry of specific case status codes to limit retrieval of action information to cases with the specified status. Data Element 2586 contains valid case status codes.



Type the status code, if applicable. Press NEXT FIELD to continue to the next Status Code field.

Press NEXT FIELD on a blank Status Code field or the last Status Code field to continue to the Destination field.

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report runs overnight based on database administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: P for Printer or F for File; and, the printer identifier, a ten-character field which specifies the printer if you choose P - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P
for Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
132	132	BLDG 50 HOTLINE AREA
30	30	NARROW PRINTER FOR TEST
132	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

*Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes.*

*You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.*

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE236R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.

To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

***BATCH_SERVICE (user 218 on ZEUS)
at 13:55

Job CASE236R.135356.CPL for LKOHR
(#10732) completed



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupt your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the Report Processing Menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.3.5 Parcel Totals by Action Code Report Form (CASE225F - Pages 1 and 2)

CASE225R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		14-MAY-92
ADM-STATE: ALASKA		PARCEL TOTALS BY ACTION CODE		PAGE 1
CASE_CASHTYPE_CODE	=	256100		
CASELAND_MER_CODE	=	28		
CASELAND_TWN_NUM	=	00608		
CASELAND_RNG_NUM	=	0740W		
CASE225R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		14-MAY-92
ADM-STATE: ALASKA		PARCEL TOTALS BY ACTION CODE		PAGE 1NAC
ACTION CODE	ACTION DESCRIPTIONS	NUMBER OF PARCELS	NUMBER OF CASES	
001	CASE OPENED	87	12	
004	AMEND/CORR APLN RECD	2	1	
065	NON-REFUNDABLE PYMT RECD	0	1	
113	ADDTL INFO RECD	58	7	
118	CONFLICT RESOLUTION RQST	7	4	
127	CONSENT ADJ/LAND WAIVER	23	8	
130	FIELD REPORT REQUESTED	67	12	
131	FIELD REPORT APPROVED	98	1	
138	MINERAL VAL EXAM RQST	4	12	

The Parcel Totals by Action Code Report (CASE225F) produces a 132-column report listing the numbered parcels and cases associated with up to ten qualifying and disqualifying action codes that occur within specified data ranges, for a specified case type or mask and MTRS or window. The Parcel Totals by Action Code Report, above, contains the following data: action code, action description, number of parcels and number of cases. The report sorts by ascending action code.

When you select the Parcel Totals by Action Code Report option from the Action Code Reports Menu, the Parcel Totals by Action Code Report Form (CASE225F) appears as shown in Figure 1, with your cursor in the Mask Code field.

WARNING:

Carefully verify the amount of data the selection criteria you enter will access. Generating a large report may cause System performance to deteriorate.

CASE225F	BLM Interim LIS	26-MAR-93
Parcel Totals by Action Code - Selection Criteria		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Mask Code</div> <div style="background-color: black; width: 40px; height: 15px; margin: 2px;"></div>	--or--	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Type</div> <div style="background-color: black; width: 60px; height: 15px; margin: 2px;"></div>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Window Code</div> <div style="background-color: black; width: 60px; height: 15px; margin: 2px;"></div>	--or--	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Meridian Township Range</div> <div style="display: flex; justify-content: space-around; margin-top: 2px;"> <div style="background-color: black; width: 20px; height: 15px;"></div> <div style="background-color: black; width: 40px; height: 15px;"></div> <div style="background-color: black; width: 40px; height: 15px;"></div> </div>
opt-->		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Status</div> <div style="background-color: black; width: 20px; height: 15px; margin: 2px;"></div>
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Parcel Totals by Action Code Report Form - (CASE225F - Page 1)

NOTE:

You must enter either a mask or a case.

Mask Code - This three-character alphanumeric code identifies a group of case types established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid mask codes.



Type the mask code to specify a group of case types. Press NEXT FIELD to continue to the Window Code field.

To continue directly to the case type field, press NEXT FIELD on the Mask Code field without entering a value.

If you enter an invalid mask code, the following message appears in the message line and the cursor remains in the Mask Code field:

ERROR: Invalid Mask Code

DE 2961

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type code. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid case type code, the following message appears in the message line, and the cursor remains in the Case Type field:

ERROR: Invalid Case Type code

If you attempt to continue to the Date Range field without entering either a case type or mask code, the following error appears in the message line:

ERROR: Mask or Case Type must be entered

NOTE:

You must enter either a window code or MTRS.

Window Code - This four-character alphanumeric code identifies a group of meridian, township, range and section values as established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid window codes.

NOTE:

Press NEXT FIELD to continue to the Mer-Twp-Rng fields. If you enter a window code, the cursor skips the Mer-Twp-Rng fields.



Type the window code. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

Type the township code. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township code, the following message appears in the message line and your cursor remains in the Township field:

ERROR: Invalid Meridian/Township combination



Type the range code. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid range code, the following message appears in the message line and your cursor remains in the Range field:

ERROR: Invalid Meridian/Township/Range combination

Qualifying Action Codes - The first section of fields on this second page of the Option 1 Abstract includes space to enter qualifying action codes. A qualifying action code is one that exists in a case, i.e., retrieve cases that contain the given date range.

Date Range - This eleven-character field contains the range of dates during which the specified actions must have been entered with the System for this report to retrieve the case abstracts which contains these actions. Use the standard System date format, DD-MON-YYYY. Enter the earlier date before the more recent date, e.g., 01-JAN-1992 before 29-MAR-1992.



Type the dates for the range as indicated (both dates). Press NEXT FIELD to continue to the Action Code fields.

CASE225F
BLM Interim LIS
31-JUL-92

Parcel Totals by Action Code - Selection Criteria

Qualifying Action Codes
Date Range
- to -
Action Codes

Disqualifying Action Codes
Date Range
- to -
Action Codes

Destination P PR0
Queue Type N

<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>

Char Mode: Replace Page 2
Count: *0

Figure 2 Parcel Totals by Action Code Report Form - (CASE225F - Page 2)

If you enter an invalid or improperly formatted date, the following message appears in the message line:

ERROR: Date format must be DD-MON-YYYY

If you do not enter the second date in the range, the following message appears in the message line:

ERROR: Both dates must be entered

If the second date is earlier than the first date in the range, the following message appears in the message line:

ERROR: 2nd date in the range must be larger than 1st date

Action Codes - These ten, three-digit fields identify those actions which must be present, within the specified date range, for the report to retrieve the cases.



Type the action code(s). Press NEXT FIELD to continue to the next Action Code field or the Disqualifying Action Codes field.

Continue entering action codes in the fields as needed.
You may enter up to ten qualifying action codes.

Disqualifying Action Codes - The disqualifying action codes section of Option 1 Abstract includes fields in which to enter disqualifying action codes and the date range of their occurrence. A disqualifying action code is one that does not exist in a case, i.e., retrieve cases that do not contain a specified action code within the given date range.

Date Range - This eleven-character field contains the range of dates in which the System searches to verify that the specified actions do not exist. Use the standard System date format, DD-MON-YYYY. Enter the earlier date before the more recent date, e.g., 01-JAN-1992 before 29-MAR-1992.



Type the dates for the disqualifying ranges as indicated. Press NEXT FIELD to continue to the Action Code fields.

If you enter an invalid or improperly formatted date, the following message appears in the message line:

ERROR: Date format must be DD-MON-YYYY

If you do not enter the second date in the range, the following message appears in the message line:

ERROR: Both dates must be entered

If the second date is earlier than the first date in the range, the following message appears in the message line:

ERROR: 2nd date in the range must be larger than 1st date

Action Codes (Disqualifying) - These ten, three-digit fields identify those actions which must not be present in any given case during the specified date range, for the report to retrieve the cases.



Type the disqualifying action codes. Press NEXT FIELD to continue to the next Action Code field or the Action Code/Second Date Type fields.

Continue entering action codes in the fields as needed.
You may enter up to ten qualifying action codes.

Action Code/Second Date Type - These two fields contain an action code with a second date type. These fields allow you to disqualify an action record when it also contains a second date.



Type the disqualifying action code. Press NEXT FIELD to continue to the second date type. Type the second date type. Press NEXT FIELD to continue to the next Action Code/Second Date field or the Doc Type field.

If you enter an action code without entering a second date type, the following message appears when you attempt to bypass the Second Date field:

**ERROR: Disqualifying action code and
2nd date type must both be entered**

DE 2586

Case Status - This optional two-digit field contains a code identifying the case status of a case assigned by an action taken/noted within a case. Actions determine the case status.

To continue to the Qualifying Actions field, press NEXT FIELD without entering a value in the case status code.



Type the case status code. Press NEXT FIELD to continue to the Qualifying Actions field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: P for Printer or F for File; and, the printer identifier, a ten-character field which specifies the printer if you choose P - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of
(P)rinter or (F)ile**



Type P to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

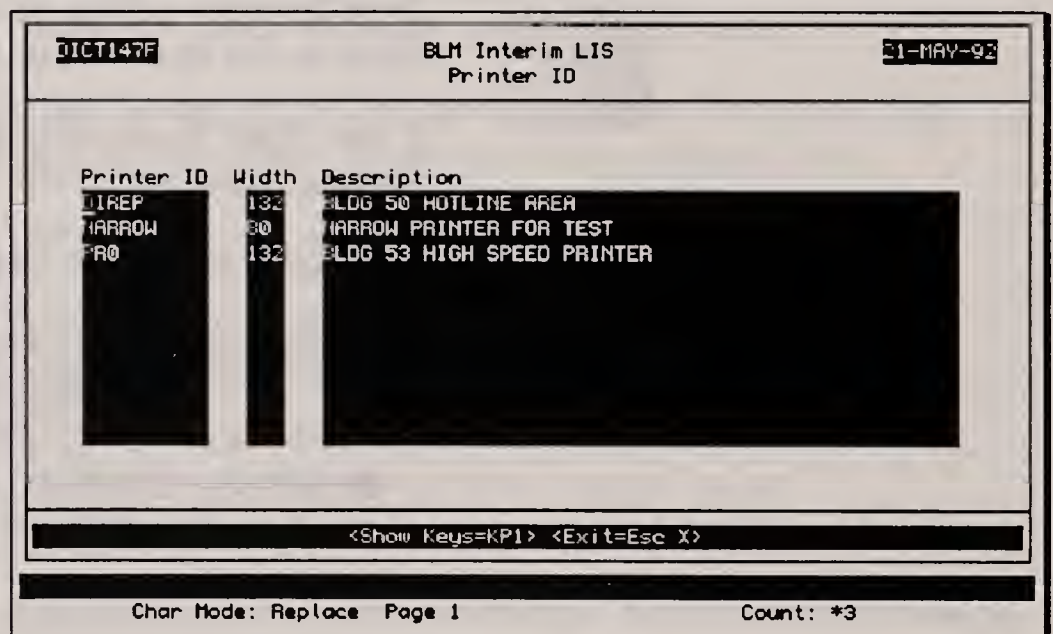
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 3, from the Destination field, all valid printer IDs appear with your cursor in the Printer ID field.



Printer ID	Width	Description
132		BLDG 50 HOTLINE AREA
30		NARROW PRINTER FOR TEST
132		BLDG 53 HIGH SPEED PRINTER

<Show> Keys=KP1 <Exit>=Esc X

Char Mode: Replace Page 1 Count: *3

Figure 3 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to accept the current value and carry it back to the Destination field on the report form.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

Press **COMMIT** to submit report
or **EXIT** to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE225R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.

To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

***BATCH_SERVICE (user 218 on ZEUS)
at 13:55

Job CASE225R.135356.CPL for LKOH
(#10732) completed



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupt your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.4 Customer Reports Menu

The Customer Reports Menu contains two customer reports to print existing customer information by customer ID (a customer ID list report) or by the date created (new customer report).

```
UTIL505F                                BLM Interim LIS                                11-AUG-92
                                         Customer Reports Menu

->  1.Customer Id List
    2.New Customer Report
    3.Report Processing Menu

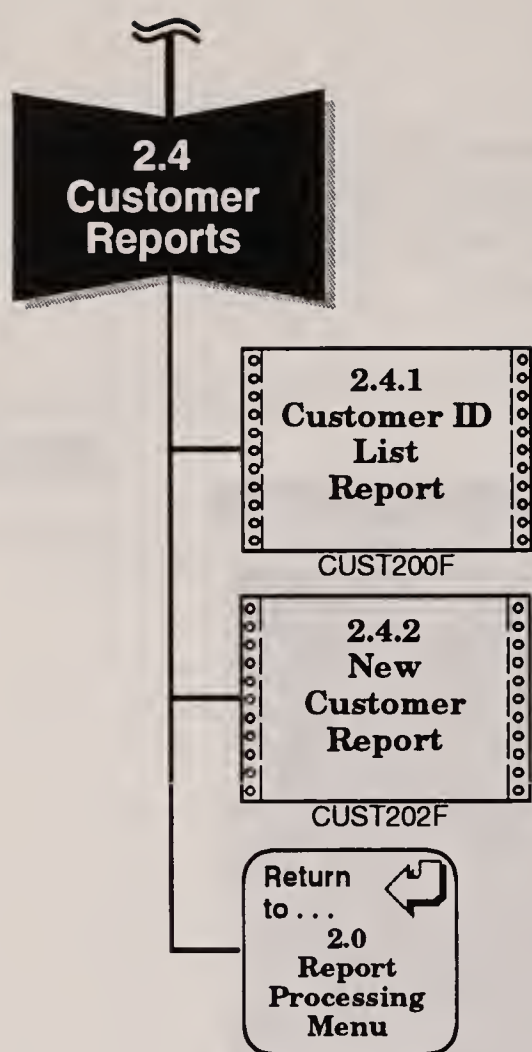
                                         Option Number:  QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1                                Count: *0
```

Figure 1 Customer Reports Menu

When you select the Customer Reports Menu option from the Report Processing Menu, the Customer Reports Menu appears as shown in Figure 1.



Your options include:

Option 1 - Customer ID List (CUST200F) allows you to print a detailed list of a single customer, customers entered during a specified date range, or all customers in the customer database. This report identifies customer ID, customer date, customer type, name number, name date, customer name, address number, address date and customer address.

Option 2 - New Customer Report (CUST202F) allows you to print a list of new customers created during a specified date range. This report identifies customer ID, customer date, customer type, name number, name date, customer name, address number, address date and customer address information.

To access the options available within the Customer Processing Reports Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., Customer ID List (CUST200F) where CUST200F is the Program Name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the legend line of the menu to move your cursor into the QXFER field.

Make your selection to continue with your Customer Report entries.

2.4.1 Customer ID List Report (CUST200F)

BUREAU OF LAND MANAGEMENT - INTERIM LIS										
CUSTOMER ID LIST										
CUST200F	ADM STATE:	ALASKA	CUST ID/	CUST NAME				ADDR		
CUST DATE	TYPE	NO.	NAME DATE	CUSTOMER NAMES				NO.	ADDR DATE	CUSTOMER ADDRESSES
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
000014495	P	001	11-NOV-91	ROBSON GERALD N				001	03-JUN-92	HORSESHOE RANCH
19-MAR-91				PRESIDENT						TALKEETNA AK 99676
	P	001	03-JUN-92	ROBSON ROBERTA				002	03-JUN-92	MOUNTAIN VIEW PARK
										TALKEETNA AK 99676

The Customer ID List Report (CUST200F) produces a 132-column report of a particular customer, customers entered within a specified data range, or all customers within the System. The Customer ID List Report (CUST200F), above, contains the following data elements: customer ID, customer date (date the customer was added to the System), customer type, name date (date the name was added or changed), customer name, address number, address date (date the name was added or changed), and customer address. The report sorts by customer ID and name number and address number within the customer ID.

When you select the Customer ID List Report option from the Customer Reports Menu, the Customer Report Form (CUST200F) appears as shown in Figure 1, with your cursor in the Customer ID field.

WARNING:

Carefully consider the amount of data accessed in generating this report. Generating a large report, i.e., of the entire customer database, may cause System performance to deteriorate. You will generate either a report on one customer, a group of customers, or all customers; **do not run a complete customer database report unless specifically instructed.**

Detailed field descriptions precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field information.

If you enter an invalid customer ID, the following message appears in the message line and your cursor remains in the field:

ERROR: Invalid entry. Please re-enter

Beginning Date/End Date – This optional field contains the beginning and ending dates of when customers were established in the System. Both fields default to the current date.

When you access the Beginning Date field, the following message appears in the message line:

**Enter beginning date for range
(DD-MON-YYYY)**



Type the beginning date, the earliest date from which you want a customer list. Press NEXT FIELD to continue to the Ending Date field.

When you access the Ending Date field, the following message appears in the message line:

Enter ending date range (DD-MON-YYYY)



Type the ending date, the latest date for which you want a customer list. Press NEXT FIELD to continue to the Destination field.

If you enter an ending date earlier than the beginning date, the following message appears in the message line:

**ERROR: Ending date must be >=
beginning date**

If you enter an invalid date, one of the following messages appears in the message line identifying the incorrect portion of the date:

**Date format is DD-MON-YYYY
Day must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712**

Retype the date accordingly. Press NEXT FIELD to continue to the Destination field.

When you access page 2, the following message appears in the message line:

**Enter Y to continue with report or N to
return to data range.**

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output (**P** for Printer, **F** for File or **S** for Screen Display) and the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System. **E** generally refers to the Express queue and will process and print as soon as possible. **N** generally refers to the Nite or Normal queue and will process and print at a predetermined after-hours time.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue, N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the legend line:

```
Press COMMIT to submit report  
or EXIT to exit
```

When the System queues your report request, the following message appears in the message line:

```
Submitting report on batch queue,  
please wait...
```

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

```
JOBID #10732 is in the EXPRS queue
```

or

```
JOBID #10731 is in the NITE2
```

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g., `CUST200R.095608.RPT`, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CUST200R.135356.CPL for LKOHHR
(#10732) completed
```



This message does not interrupt any current processes or keystrokes. Press `REDISPLAY PAGE` to redraw the screen, displaying the last-entered information.

Press `EXIT` to exit this report form and return to the last accessed menu.

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2.4.2 New Customer Report (CUST202F)

CUST202R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		
ADM-STATE: AK		NEW CUSTOMER REPORT		
CUST ID	CUSTOMER NAMES	CUSTOMER ADDRESSES	# OF CASES	EMP ID
000084737	FOWLES DANIEL MARTIN	4262 FISHBONE BLVD FT COLLINS, CO 80405	2	LISMITH
000084738	EMPLEVARY PIEDMONT	159 MAPLE ST ANCHORAGE, AK 99531	1	LIJONES
000084745	FRAME BRYAN ARDIS	11845 BARK RIVER WAY WAUKESHA, WI 53186	1	LIWENON

The New Customer Report (CUST202F) produces an 80-column report of customers created within a specified data range. The New Customer Report (CUST202F), above, contains the following data elements: customer ID, customer name(s), customer address(es), number of cases, and employee login of the person who created the customer. The report sorts by customer ID.

When you select the New Customer Report option from the Customer Reports Menu, the New Customer Report Form (CUST202F) appears as shown in Figure 1, with your cursor in the Beginning Date field.

WARNING:

Carefully consider the amount of data accessed in generating this report. Generating a large report, i.e., of the entire customer database, may cause System performance to deteriorate. Your date range determines the amount of data printed, carefully consider the amount of data retrieved when entering a large date range.

CUST202F	BLM Interim LIS New Customer Report	13-JUL-92
<div style="text-align: center; margin-top: 100px;"> <p>Beginning Date: XXXXXXXXXX</p> <p>Ending Date: 13-JUL-1992</p> </div> <div style="text-align: center; margin-top: 50px;"> <p>Destination P PR0 Queue Type N</p> </div>		
<div style="background-color: black; color: white; text-align: center; padding: 2px;"> <Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X> </div>		
<div style="background-color: black; color: white; text-align: center; padding: 2px;"> Enter beginning date range (DD-MON-YYYY) </div>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 New Customer Report Form - (CUST202F)

Detailed field descriptions precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field information.

Beginning Date/End Date – These required fields contain the beginning and ending dates of when customers were established in the System. The End Date field default to the current date.

When you access the Beginning Date field, the following message appears in the message line:

Enter beginning date range (DD-MON-YYYY)

If you attempt to bypass the either field, the following message appears in the message line:

Field must be entered



Type the beginning date, the earliest date from which you want a customer list. Press NEXT FIELD to continue to the Ending Date field.

When you access the Ending Date field, the following message appears in the message line:

Enter ending date range (DD-MON-YYYY)



Type the ending date, the latest date for which you want a customer list, or accept the default of the current date. Press NEXT FIELD to continue to the Destination field.

If you enter an ending date earlier than the beginning date, the following message appears in the message line:

**ERROR! Ending date must be >=
Beginning date**

If you enter an invalid date in either field, one of the following messages appears in the message line identifying the incorrect portion of the date:

**Date format is DD-MON-YYYY
Day must be between 1 and last of month
Not a valid month name
Year must be 00-99 or 1000-4712**

Retype the date accordingly. Press NEXT FIELD to continue to the Destination field.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output (P for Printer, F for File or S for Screen Display) and the printer identifier, a ten-character field which specifies the printer if you choose P - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type P to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type F in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than P or F in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System. **E** generally refers to the Express queue and will process and print as soon as possible. **N** generally refers to the Nite or Normal queue and will process and print at a predetermined after-hours time.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue, N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the legend line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g., CUST202R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CUST202R.135356.CPL for LKOHR
(#10732) completed
```



This message does not interrupt any current processes or keystrokes. Press REDISPLAY PAGE to redraw the screen, displaying the last-entered information.

Press EXIT to exit this report form and return to the last accessed menu.

2.5 Land Reports Menu

When you select the Land Reports Menu option from the Reports Processing Menu, the Land Reports Menu shown in Figure 1 appears.

```

JTIL505F                                BLM Interim LIS                                11-AUG-92
                                Land Reports Menu
                                -----
-> 1.Area Analysis
    2.Case Summary by Township
    3.Land Description Totals by Township
    4.Land Status
    5.Township Serial Number Extract
    6.Township Exclusion
    7.Township Status Display
    8.Report Processing Menu

                                Option Number: [ ]                QXFER: [ ]

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1                                Count: *0

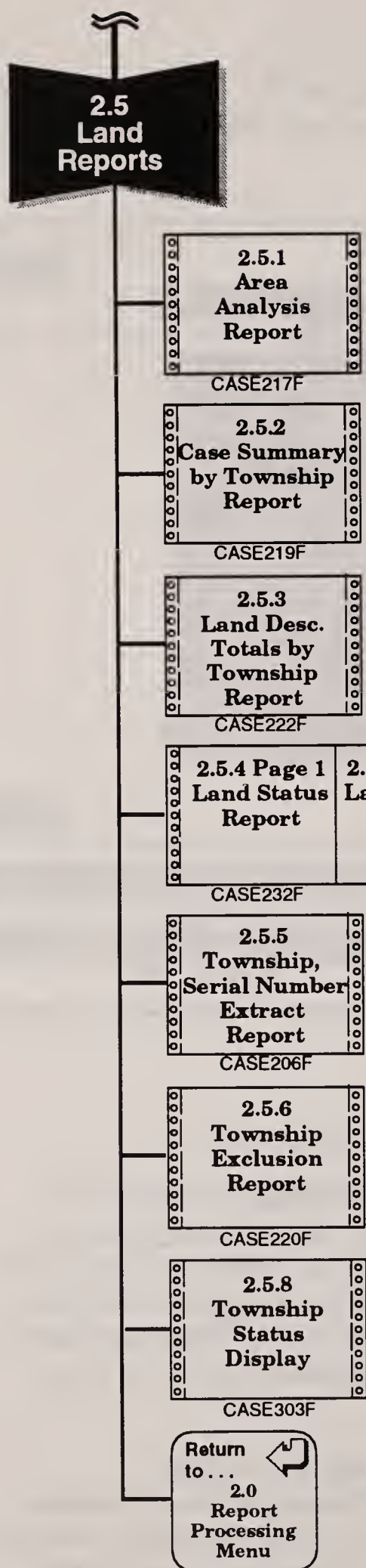
```

Figure 1 Land Reports Menu

The Land Reports include the following:

Option 1 - Area Analysis (CASE217F) produces a 132-column summary report of land information, by case type of the cases within the selection criteria, and for each case the number of acres selected, conveyed, rejected/relinquished or withdrawn. The report sorts by ascending case type and serial number or by ascending document type.

Option 2 - Case Summary by Township (CASE219F) produces a 80-column list of the total number of townships selected, and the total number of cases, case land records, and case land acres with in the specified area. You may limit the report by case type or mask as well.



Option 3 - Land Description Totals by Township (CASE222F) produces a 132-column summary report of the number of land descriptions in all case types or a specified case type within the identified MTR. This report also provides the total acres within each case type and a grand total for all case types.

Option 4 - Land Status (CASE232F) produces a 132-column detail report of land information and action to land links.

Option 5 - Township Serial Number Extract (CASE206F) produces a 132-column detail report of case township data broken out by case serial number, displaying the case type and total case land records and case land acres.

Option 6 - Township Exclusion (CASE220F) produces a 132-column report of township information excluding land records which contain the document type and/or mask code as specified in your selection criteria.

Option 7 - Township Status Display allows you to query and display, and print, a schematic of cases within each section of a specified township and case type or mask.

To access the options available within the Land Reports Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., Land Status Report (CASE232F) where CASE232F is the Program Name. Press RETURN to execute your choice.

If you choose to use the QXFER field, follow the instructions in the message line of the menu to move your cursor into the QXFER field.

Make your selection to continue with your Report Processing entries.

2.5.1 Area Analysis Report (CASE217F)

CASE217F
ADM-STATE: ALASKA

BUREAU OF LAND MANAGEMENT - INTERIM LIS
AREA ANALYSIS

CASE CASETYPE_CODE = 256100
CASELAND_MER_CODE = 38
CASELAND_TWN_NUM = 0060S
CASELAND_RNG_NUM = 0740W

CASE217F
ADM-STATE: ALASKA

BUREAU OF LAND MANAGEMENT - INTERIM LIS
AREA ANALYSIS

CASE TYPE: 256100 ALASKA NATIVE ALLOTMENT

SERIAL NUMBER CASE STATUS
AKAA 931270 PENDING

ACTION CODE/DESCRIPTION DC DOCUMENT TYPE DOC NO

A22 ACT CONVERTED (JC)

LANDS P ST MER TWP RNG SEC T NUMBER DI F GEO T NUMBER DI F GEO T NUMBER DI F GEO T NUMBER DI F GEO ALIQ PART ACRES

00004 CV 28 0040S 0730W 034 S 009660 L 1 25.0000

USRIGHTS CODE/DESCRIPTION

145 DITCHES OR CANALS
570 OIL & GAS

LANDS P ST MER TWP RNG SEC T NUMBER DI F GEO T NUMBER DI F GEO T NUMBER DI F GEO T NUMBER DI F GEO ALIQ PART ACRES

00006 CV 28 0040S 0730W 035 S 009660 L 1 14.9600

USRIGHTS CODE/DESCRIPTION

145 DITCHES OR CANALS
570 OIL & GAS

TOTAL ACRES FOR ACTION CODE A22 = 39.960

CASE217F
ADM-STATE: ALASKA

BUREAU OF LAND MANAGEMENT - INTERIM LIS
AREA ANALYSIS

TOTAL LANDS FOR THIS REPORT = 17 TOTAL ACRES FOR THIS REPORT = 426.770
TOTAL TOWNSHIPS FOR THIS REPORT = 1

CASE217F
ADM-STATE: ALASKA

BUREAU OF LAND MANAGEMENT - INTERIM LIS
AREA ANALYSIS

CASETYPE
256100 ALASKA NATIVE ALLOTMENT

SELECTED
ACREAGE
0.000

CONVERTED
ACREAGE
540.710

REL/REL
ACREAGE
0.000

WITHDRAWN
ACREAGE
0.000

VOID
CASES
0

PEND
CASES
5

RECD
CASES
0

AUTH
CASES
0

INACT
CASES
0

INTM
CASES
0

CLSD
CASES
0

The Area Analysis Report (CASE217F) produces a 132-column summary report of land information, by case type of the cases within the selection criteria, and for each case the number of acres selected, conveyed, rejected/relinquished or withdrawn. The report sorts by ascending case type and serial number or by ascending document type.

When you select the Area Analysis Report option from the Land Reports Menu, the Area Analysis Report Form (CASE217F) appears as shown in Figure 1, with your cursor in the Window Code field.



Type the window code, if appropriate. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

NOTE:

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

Type the township code. Press NEXT FIELD to continue to the Range field.

Type the range code. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid range code, or meridian/township/range combination, the following message appears in the message line and your cursor remains in the Range field:

**ERROR: Invalid Meridian/Township/
Range combination**

Mask Code - This three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid mask codes.

NOTE:

You must enter a mask code or a case type.



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code, if appropriate. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid mask code, the following message appears in the message line and the cursor remains in the Mask Code field:

ERROR: Invalid Mask Code

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type, if appropriate. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case type code, the following message appears in the message line, and the cursor remains in the Case Type field:

ERROR: Invalid Case Type code

If you attempt to continue to the Destination field without entering either a case type or mask code, the following error appears in the message line:

ERROR: Mask or Case Type must be entered

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than P or F in the Destination field, the following message appears in the message line:

**ERROR: Enter F for File or P
for Printer destination**



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

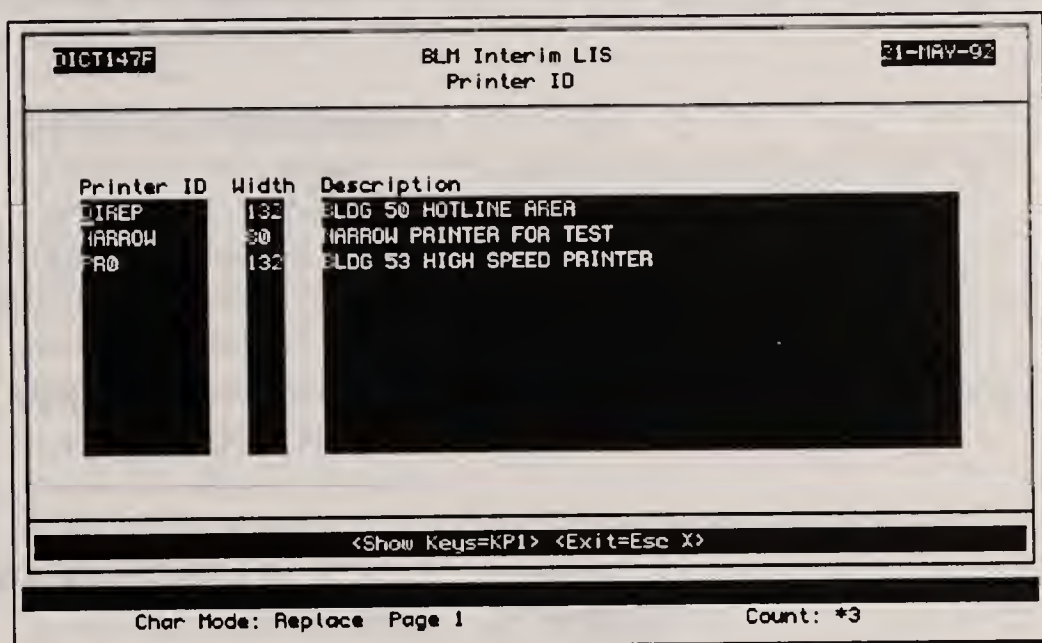
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 - Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid printer ID codes.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

*Press **NEXT FIELD** to accept the current value and carry it back to the Destination field on the report form.*

*Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.*

Queue Type - This single-character field specifies when the report will print, immediately or after business hours, and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter **E** to submit report on Express queue
or **N** for Nite queue

or

Enter **N** to submit report. Express queue
unavailable

Each state office regulates the various queues available for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

Press **COMMIT** to submit report or
EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following messages appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE217R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

*****BATCH_SERVICE (user 218 on ZEUS)
at 13:55**

**Job CASE217R.135356.CPL for LKOH
(#10732) completed**



Press **REDISPLAY PAGE** to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.5.2 Case Summary by Township Report Form (CASE219F)

CASE219R	BUREAU OF LAND MANAGEMENT - INTERIM LIS
ADM-STATE: ALASKA	CASE SUMMARY BY TOWNSHIP
TOTAL TOWNSHIPS = 1	
TOTAL CASES = 13	
TOTAL CASE LANDS = 51	
TOTAL ACRES = 12694.7285	
*** END of CASE219R ***	

The Case Summary by Township Report (CASE219F) produces a 80-column list of the total number of townships selected, and the total number of cases, case land records, and case land acres with in the specified area. You may limit the report by case type or mask as well. The Case Summary by Township Report, above, contains the following data: total townships, total cases, total lands and total acres within the specified criteria. The report sorts by ascending case type.

When you select the Case Summary by Township Report option from the Land Reports Menu, the Case Summary by Township Report Form (CASE219F) appears as shown in Figure 1, with your cursor in the Window Code field.

NOTE:

You must enter either a window code or meridian-township-range. If you attempt to bypass both fields, the following message appears in the message line:

**ERROR: Meridian/Township/Range required
if Window is not entered.**

CASE219F	BLM Interim LIS Township Summary - Selection Criteria	29-JUL-92
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Window Code</div> <div style="background-color: black; width: 60px; height: 15px; margin: 2px;"></div> </div> <div style="text-align: center;">-- or --</div> <div style="text-align: center;"> <div style="display: flex; gap: 10px;"> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Mer</div> <div style="background-color: black; width: 20px; height: 15px; margin: 2px;"></div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Twp</div> <div style="background-color: black; width: 40px; height: 15px; margin: 2px;"></div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Rng</div> <div style="background-color: black; width: 40px; height: 15px; margin: 2px;"></div> </div> </div> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;"> opt--> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Mask Code</div> <div style="background-color: black; width: 20px; height: 15px; margin: 2px;"></div> </div> <div style="text-align: center;">-- or --</div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Type</div> <div style="background-color: black; width: 40px; height: 15px; margin: 2px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> Destination P PR0 </div> <div style="text-align: center;"> Queue Type 1 </div> </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Case Summary by Township Report Form - (CASE219F)

Window Code - This six-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid window codes.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the Mer-Twp-Rng fields. If you enter a window code, the cursor skips the Mer-Twp-Rng fields.



Type the window code. Press NEXT FIELD to continue to the first Mask Code field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

NOTE:

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian, the following message appears in the message line:

ERROR: Invalid Meridian



Type the township code. Press NEXT FIELD to continue to the Range field.

Type the range code. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid range code or an invalid MTR combination, the following message appears in the message line and your cursor remains in the Range field:

ERROR: Invalid Meridian/Township/Range combination

NOTE:

You may enter either a mask code or a case type.

Mask Code - This optional three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid mask codes.



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid mask code, the following message appears in the message line and the cursor remains in the Mask Code field:

ERROR: Invalid Mask Code

DE 2961

Case Type - This optional six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park, as one of your selection criteria.



Type the case type. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case type code, the following message appears:

ERROR: Invalid Case Type code

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally, this report runs overnight based on Database Administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter,
(F)ile or (S)creen**



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

Type **S** to specify a screen display. Press COMMIT to retrieve a screen display of the report output matching your selection criteria.

If you press a key other than COMMIT after typing **S**, the following message appears in the message line:

Press COMMIT to run this report

When you enter S in the Destination field and press COMMIT, the following message appears in the message line while the System retrieves the output data:

Working, please wait...

The report, identical to the 80-character hardcopy output, prints to the screen.

The System displays one screen at a time, identifying the report title, program name, date and page number at the top of each page. A page is two screens.

If you enter a value other than P, F or S in the destination field, the following message appears in the message line:

ERROR: Enter F for File, P for Printer
or S for Screen



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
FR0	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

Use the *NEXT/PREVIOUS RECORD* keys and the *NEXT/PREVIOUS SET* keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the *ENTER / EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the fields and place your cursor in the first record of the Printer ID field. Use the *NEXT FIELD* key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, *%*, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to accept the current value and carry it back to the Destination field on the report form.

Press *EXIT* to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print, immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.

Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE223R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

*****BATCH_SERVICE (user 218 on ZEUS)
at 13:55**

**Job CASE223R.135356.CPL for LKOHR
(#10732) completed**



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the Report Processing Menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.5.3 Land Description Totals by Township Report Form (CASE222F)

CASE222F		BUREAU OF LAND MANAGEMENT - INTERIM LIS		14-MAY-92	
ADM-STATE: ALASKA		LAND DESCRIPTION TOTALS BY TOWNSHIP		PAGE 1	
CASELAND_MER_CODE	-	28			
CASELAND_TWN_NUM	-	00608			
CASELAND_RNG_NUM	-	0740W			
CASE222F		BUREAU OF LAND MANAGEMENT - INTERIM LIS		14-MAY-92	
ADM-STATE: ALASKA		LAND DESCRIPTION TOTALS BY TOWNSHIP		PAGE 1BAC	
			TOTAL CASE		
			DESCR	LAND DESCRIPTIONS	TOTAL ACRES
MERIDIAN	TOWNSHIP	RANGE	CASETYPE		
SEWARD MER	00608	0740W	231170	WDL-BLM-MISCELLANEOUS	23 12055.0000
SEWARD MER	00608	0740W	256100	ALASKA NATIVE ALLOTMENT	28 629.7300
TOTAL NUMBER OF TOWNSHIPS = 2					

The Land Description by Township Report (CASE222F) produces a 132-column summary report of the number of land descriptions in all case types or a specified case type within the identified MTR. This report also provides the total acres within each case type and a grand total for all case types. The Land Description Totals by Township Report, above, contains the following data: meridian, township, range, case type and description, number of land descriptions and acres, total number of townships, total case land descriptions and total acres within the specified criteria. The report sorts by ascending case type.

When you select the Land Description Totals by Township Report option from the Land Reports Menu, the Land Description Totals by Township Report Form (CASE222F) appears as shown in Figure 1, with your cursor in the Window Code field.

NOTE:

You must enter either a window code or an MTR.

CASE222F	BLM Interim LIS	29-JUL-92
Land Description Totals by Township - Selection Criteria		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Window Code</div> <div style="background-color: black; width: 100px; height: 15px;"></div>	-- or --	<div style="display: inline-block; text-align: left;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Meridian</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 0 10px;">Township</div> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Range</div> </div> <div style="background-color: black; width: 100px; height: 15px;"></div>
opt--> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Mask Code</div> <div style="background-color: black; width: 100px; height: 15px;"></div>	-- or --	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Type</div> <div style="background-color: black; width: 100px; height: 15px;"></div>
Destination 2 PR0		Queue Type 1
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Char Mode: Replace Page 1		Count: *0

Figure 1 Land Description Totals by Township Report Form - (CASE222F)

Window Code - This four-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid window code.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the Mer-Twp-Rng fields. If you enter a window code, the cursor skips the Mer-Twp-Rng fields.



Type the window code. Press NEXT FIELD to continue to the Mask field.

If you enter an invalid window code, the following message appears in the message line, and the cursor remains in the Window Code field:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

NOTE:

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian, the following message appears in the message line:

ERROR: Invalid Meridian



Type the township code. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township code, the following message appears in the message line:

ERROR: Invalid Township



Type the range code. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid range code, the following message appears in the message line:

WARNING: Invalid Meridian/Township/Range combination

If you attempt to bypass both the Window and the Meridian fields, the following error appears in a message line:

WARNING: Meridian/Township/Range required of Window is not entered.

NOTE:

You may enter either a mask code or a case type. Neither field is required.

Mask Code - This optional three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid mask codes.

Press NEXT FIELD to continue to the Case Type field without entering a mask code.



Type the mask code. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This optional six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case type, the following message appears in the message line, and the cursor remains in the Case Type field:

ERROR: Invalid Case Type code

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report run overnight based on Database Administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for Printer
destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
DIREP	132	ELDG 50 HOTLINE AREA
NARROW	30	NARROW PRINTER FOR TEST
PR0	132	ELDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to accept the current value and carry it back to the Destination field on the report form.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE222R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

***BATCH_SERVICE (user 218 on ZEUS)
at 13:55

Job CASE222R.135356.CPL for LKOHR
(#10732) completed



Press REDISPLAY PAGE to clear the message and
return to the form.

NOTE:

This message may not appear while you are in the
report form. However, neither the message nor
pressing REDISPLAY PAGE interrupt your processes.

You may now enter criteria for another report or press
EXIT to exit the form and return to the last accessed
menu.

NOTE:

To delete a report from the System once you send
it to a printer or a file, you must contact your
Database Administrator or Supervisor to assist in
locating the file or batch job and performing a
Prime logout or file deletion.

2.5.4 Land Status Report (CASE232F - Pages 1 - 2)

BUREAU OF LAND MANAGEMENT - INTERIM LIS														
LAND STATUS														
CASE232R														
ADM-STATE: ALASKA														
CASE_CASETYPE_CODE	-	256100												
CASELAND_MER-CODE	-	28												
CASELAND_TWN_NUM	-	0040S												
CASELAND_RNG_NUM	-	0730W												
ACTM_CODE	-	001												
ACTM_FIRST_DATE	>=	01-JAN-1970												
ACTM_FIRST_DATE	<=	29-JUL-1992												
CASE232R														
ADM-STATE: ALASKA														
BUREAU OF LAND MANAGEMENT - INTERIM LIS														
LAND STATUS														
SERIAL NUMBER	CTYPE	ST LAND#	P	ST DOCUMENT	MER TWP	RNG	SEC	ALIQ PART	SURVEY 1	SURVEY 2	SURVEY 3	SURVEY 4	ACRES	
AKAA 031285	256100	02	00006	B CV	28	0040S	0730W	031	S	009667	L	4	23.9000	
AKAA 031285	256100	02	00001	C CV	28	0040S	0730W	035	S	009658	L	1	23.5300	
AKAA 031285	256100	02	00008	C CV	28	0040S	0730W	035	S	009658	L	2	16.4500	
TOTAL LINES OF LAND DESCRIPTIONS: 3														
TOTAL ACRES: 63.9600														
CASE232R														
ADM-STATE: ALASKA														
BUREAU OF LAND MANAGEMENT - INTERIM LIS														
LAND STATUS														
SERIAL NUMBER	CTYPE	ST LAND#	P	ST DOCUMENT	MER TWP	RNG	SEC	ALIQ PART	SURVEY 1	SURVEY 2	SURVEY 3	SURVEY 4	ACRES	
GRAND TOTAL LINES OF LAND DESCRIPTIONS: 3														
GRAND TOTAL ACRES: 63.9600														
*** END of CASE232R ***														

The Land Status Report (CASE232F) produces a 132-column detail report of land information and action to land links. The Land Status Report, above, contains the following data: case serial number, case status, case type/description, action code (as identified in the selection criteria), action date/description, document type/number, meridian/township/range, county/borough, survey type and number, direction, fraction, suffix, aliquot part, and the actions entered in the selection criteria. The report sorts by ascending case type.

When you select the Land Status Report option from the Land Reports Menu, the Land Status Report Form (CASE232F) appears as shown in Figure 1, with your cursor in the Window Code field.

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.



Press NEXT FIELD to continue to the Action Code fields without specifying a Mer-Twp-Rng.

NOTE:

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

Type the township code. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township code, the following message appears in the message line:

ERROR: Invalid Meridian/Township combination



Type the range code. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid range code, the following message appears in the message line:

ERROR: Invalid Meridian/Township/Range combination

Mask Code - This optional three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid mask codes.

NOTE:

You must enter either a mask or case type code.



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code. Press NEXT FIELD to continue to the District field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This optional six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type. Press NEXT FIELD to continue to the District field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

If you attempt to bypass both the Mask and Case Type fields, the following message appears in the message line:

ERROR: Mask or Case Type must be entered

DE 0419

District - This optional two-digit numeric code identifies the BLM District Office responsible for the lands defined within a case or cases. Data Element 0419 contains a list of valid district office codes.



Press NEXT FIELD to continue to the Window Code field without entering a district office code.

Type the district office code to limit your report to land status information within the specified district. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid district code, the following message appears in the message line:

ERROR: Invalid District code

**DE 1775/
2960**

Action Codes - These required three-digit fields identify codes used to effect change and/or notations within System cases. Data Elements 1775/2960 contain valid action codes.



WARNING:

You must enter at least one action code, but no more than ten.



Type the action code. Press NEXT FIELD to continue to the next Action Code field.

If you enter an invalid action code, the following message appears in the message line:

ERROR: Invalid Action Code



Press NEXT FIELD to continue to the Date Range field when you enter your last or tenth action code.

If you attempt to continue to the Date Range field without entering an action code, the following message appears in the message line:

ERROR: Action Code must be entered

Date Rng (Date Range) - This required two-section date field contains two dates to specify a range from which the report obtains data. The second portion always defaults to today's date. The System checks the date range with the dates on the identified action code record(s) for retrieval.

NOTE:

This required field contains two dates, specifying a range from which data will be obtained. Use this format when entering the date(s): DD-MON-YYYY, e.g., 01-JAN-1994.



Type the lower range of the date in the first date field. Press NEXT FIELD to continue to the second date field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

Day must be between 1 and last of month.
Not a valid month name.
Year must be 00-99 or 1000-4712.
Field must be entered completely.
date format is DD-MON-YYYY.



Type the second date if you want to override the default value of today's date, using the appropriate format and within the specified date values. Press NEXT FIELD to continue to the Customer ID field on page two.

If you enter the date incorrectly, one of the previously mentioned error messages may appear in the message line.

If you attempt to continue to the Customer ID field without entering a date range, the following message appears in the message line:

Field must be entered

CASE232F	BLM Interim LIS	04-AUG-92										
Land Status Report - Selection Criteria												
opt-->	<div style="border: 1px solid black; padding: 5px; display: inline-block;"><div style="text-align: center; border-bottom: 1px dashed black; margin-bottom: 5px;">Cust ID</div><table><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td></tr></table></div>		1	2	3	4	5	6	7	8	9	10
1	2											
3	4											
5	6											
7	8											
9	10											
Destination	PRO	Queue Type										
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>												
Char Mode: Replace Page 2												
Count: *0												

Figure 2 Land Status Report - (CASE232F - Page 2)

Cust ID (Customer ID) - These optional nine-digit numeric fields contain a unique customer ID representing a specific BLM customer. Each customer within the BLM's automated systems receives one unique customer ID located in the customer database. Each customer ID may have multiple associated names (name numbers) and addresses (address numbers).

NOTE:

These fields are optional. However, be forewarned that if you do not specify a particular Customer ID, you will access and generate a report of **all** customers within the System.



Type the customer ID if appropriate. Press **NEXT FIELD** to continue to the next Customer ID field.

If you enter an invalid customer ID, the following message appears in the message line and your cursor remains in the field:

ERROR: Invalid Customer ID Number



Press **NEXT FIELD** to continue to the Destination field when you enter your last or tenth customer ID.

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report will run overnight based on Database Administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P**, **F** or **S** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 3, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
DIREP	132	ELDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
PR0	132	ELDG 53 HIGH SPEED PRINTER	
<Show Keys=KPI> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 3 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to accept the current value and carry it back to the Destination field on the report form.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE223R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE223R.135356.CPL for LKOHHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupt your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.5.5 Township Serial Number Extract Report (CASE206F)

CASE206F		BUREAU OF LAND MANAGEMENT - INTERIM LIS		
ADM-STATE: ALASKA		TOWNSHIP SERIAL NUMBER EXTRACT		
MERIDIAN - STWARD MER				
TOWNSHIP - 0010N				
RANGE - 0020W				
SERIAL NUMBER	CASE TYPE AND DESCRIPTION		TOTAL CASE LANDS	TOTAL ACRES
AKA 007860	551000	FREE USE TIMBER	1	0.0010
AKA 010796	540002	AK SMALL TIMBER SALES	1	1920.0000
AKA 020930	256700	NE ALASKA	1	0.0010
AKA 029974	540005	SMALL TRACT CLASS	1	5.0000
AKA 030619	540002	AK SMALL TIMBER SALES	1	0.0010
AKA 032557	540002	AK SMALL TIMBER SALES	1	0.0010
AKA 032889	540002	AK SMALL TIMBER SALES	1	0.0010
AKA 032976	256301	HEADQUARTERS SITE	1	0.0010
AKAA 044481	291100	AIRPORT LEASES	1	193.2000
AKAA 006202	231110	WDL-POWER SITE	13	2455.0000
AKAA 012408	281100	TRAM & LOG ROAD-FOR LAND	1	0.0010
AKAA 023139	232170	WDL-FS MISCELLANEOUS	8	3210.0000

The Township Serial Number Extract Report (CASE206F) produces a 132-column detail report of case township data broken out by case serial number, displaying the case type and total case land records and case land acres. The Township Serial Number Extract Report, above, contains the following data elements for the township entered in the selection criteria: case serial number, case type and description, number of case land descriptions per case, total number of case land acres per case. The report sorts by ascending case serial number.

When you select the Township Serial Number Extract option from the Land Reports Menu, the Township Serial Number Extract Report Form (CASE206F) appears as shown in Figure 1, with your cursor in the Meridian field.

WARNING:

Carefully verify the amount of data your selection criteria will access. Generating a large report may cause System performance to deteriorate.

If you do not enter a township code, the following message appears in the message line:

ERROR: Mandatory field has not been entered.

If you enter an invalid township code, the following message appears in the message line:

ERROR: Invalid Township



Type the range code. Press NEXT FIELD to continue to the Destination field.

If you do not enter a range code, the following message appears in the message line:

ERROR: Mandatory field has not been entered.

If you enter an invalid range code, the following message appears in the message line:

ERROR: Invalid Meridian/Township/Range combination

Destination - This mandatory two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.



Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

DICT147F		BLM Interim LIS		11-MAY-92	
		Printer ID			
Printer ID		Width		Description	
IREP		132		LDG 50 HOTLINE MHEM	
IRROW		132		IRROW PRINTER FOR TEST	
IR0		132		LDG 53 HIGH SPEED PRINTER	

Figure 2 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, *, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE206R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE206R.135356.CPL for LKOH
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.5.6 Township Exclusion Report (CASE220F)

CASE220F		BUREAU OF LAND MANAGEMENT - INTERIM LIS	
ADM-STATE: AK		TOWNSHIP EXCLUSION	
WINDOW CODE: 8			
EXCLUSIONS:			
MASK CODE: 2822			
CASE TYPE:			
MERIDIAN	TOWNSHIP	RANGE	
12	0010N	0010W	
12	0290S	0590E	
12	0300S	0590E	
12	0370S	0640E	
12	0380S	0640E	
12	0400S	0590E	
44	0190N	0070E	
44	0190N	0080E	
44	0190N	0090E	
TOTAL NUMBER OF TOWNSHIPS EXCLUDED = 0			

The Township Exclusion Report (CASE220F) produces an 80-column report of township information excluding land records which contain the document type and/or mask code as specified in your selection criteria. The Township Exclusion Report, above, contains the following data: number of acres selected, conveyed, rejected/relinquished or withdrawn. The report sorts by ascending township.

When you select the Township Exclusion option from the Land Reports Menu, the Township Exclusion Report Form (CASE220F) appears as shown in Figure 1, with your cursor in the Window Code field.

WARNING:

Carefully verify the amount of data your selection criteria will access. Generating a large report may cause System performance to deteriorate.

Window Code - This mandatory six-character alphanumeric code identifies a group of meridian, township, range and section values established by a System user to identify a particular region. Check with your Supervisor or Database Administrator for a list of valid window codes.

CASE220F	BLM Interim LIS Township Exclusion Report - Selection Criteria	04-AUG-92
<div style="text-align: center; margin-bottom: 20px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Window Code</div> <div style="background-color: black; width: 50px; height: 15px; margin: 0 auto;"></div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> opt--> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Doc Type</div> <div style="background-color: black; width: 20px; height: 15px; margin: 0 auto;"></div> </div> <div style="text-align: center;"> opt--> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Mask Code</div> <div style="background-color: black; width: 20px; height: 15px; margin: 0 auto;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Destination P PR0 Queue Type 1 </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Township Exclusion Form (CASE220F)



Type the window code. Press NEXT FIELD to continue to the Document Type field.

If you do not enter a window code, the following message appears in the message line:

ERROR: Mandatory field has not been entered

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

DE 2577

Document Type - This optional two-digit numeric code identifies a document type associated with particular lands within the specified window code area. Document types include: IC - Interim Conveyance, NA - Native Allotment, PA - Patented, etc.... Data Element 2577 contains additional information regarding document type.

Land records which are related to action records containing the specified document type are excluded from the report.

Press NEXT FIELD to continue to the Mask Code field without entering a document type.



Type the document type to exclude land records with the associated document type from your report. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid document type, the following message appears in the message line:

ERROR: Invalid Document Type

Mask Code - This optional three-character alphanumeric code identifies a group of case types established by a System user to access data conveniently. Check with your Supervisor or Database Administrator for a list of valid mask codes.

Land records within cases which contain case types specified by the mask code are excluded from this report.

Press NEXT FIELD to continue to the Destination field without entering a mask code.



Type the mask code to exclude land records which contain the specified case types. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report runs overnight based on Database Administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: P for Printer, F for File or S for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose P - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

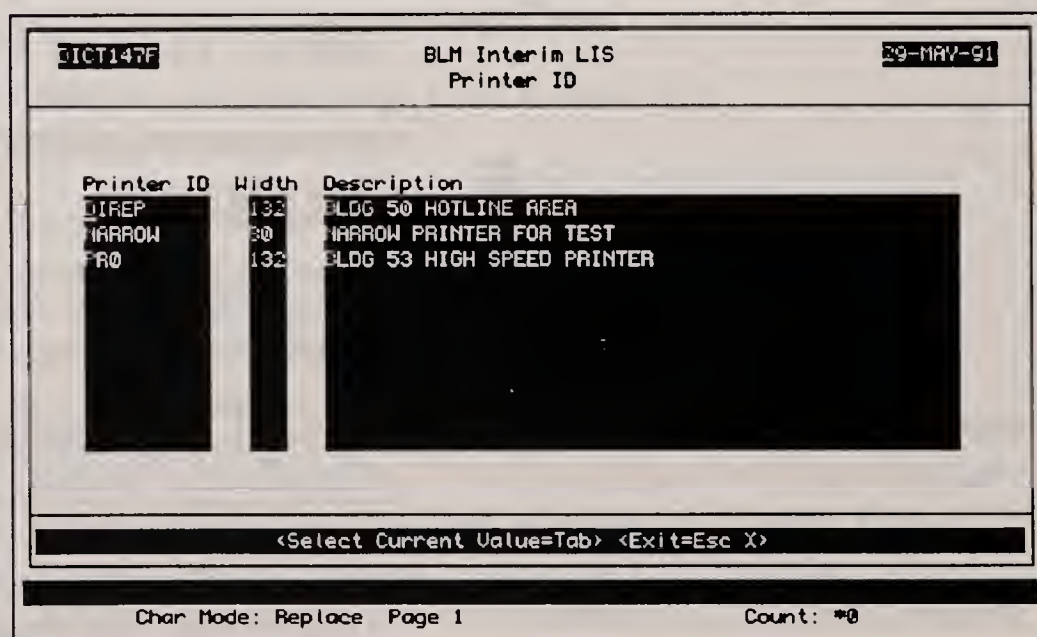
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
DREP	132	BLDG 50 HOTLINE AREA
HARRAW	80	NARROW PRINTER FOR TEST
FR0	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current value and carry it back to the Destination field on the report form.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.



Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter **E** to submit report on
Express queue or **N** for Nite queue

or

Enter **N** to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to queue your report in the appropriate queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE220R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

***BATCH_SERVICE (user 218 on ZEUS)
at 13:55

Job CASE220R.135356.CPL for LKOHR
(#10732) completed



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.5.7 Township Status Display (CASE303F)

CASE303R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		24-MAY-91	
ADM-STATE: ALASKA		TOWNSHIP STATUS DISPLAY		PAGE 1	
MERIDIAN: FAIRBANKS MER		TOWNSHIPS: 0010N		RANGE: 0010W	
CASE TYPE: 256700 NR ALASKA					
(6)	(5)	(4)	(3)	(2)	(1)
0	0	0	6	4	3
(7)	(8)	(9)	(10)	(11)	(12)
0	1	3	19	14	14
(10)	(17)	(16)	(15)	(14)	(13)
0	0	1	14	13	9
(18)	(20)	(21)	(22)	(23)	(24)
0	0	5	11	12	15
(30)	(29)	(28)	(27)	(26)	(25)
0	1	3	6	11	4
(31)	(32)	(33)	(34)	(35)	(36)
1	0	1	1	4	1
TOT CASES NOT CODED TO SECTION: (0) TOT CASES IN TOWNSHIP: (129)					
*** END OF CASE303R ***					

The Township Status Display (CASE303F) produces an 80-column report containing the number of cases within each section of a township using selection criteria entered on the Township Status Display Form (CASE303F). The Township Status Display, above, contains the following data: cases per section within a township, total cases for the township, total cases not coded to section within the township. The report output contains the same information displayed on-screen.

When you select the Township Status Display option from the Land Reports Menu, the Township Status Display Form (CASE303F) appears as shown in Figure 1, with your cursor in the Meridian field.

This form has two primary functions in identifying the number of cases which contain land descriptions for each section within a specified township. You may generate a hardcopy report of the township status display, or simply query the System for a screen display on the diagram to the right of the selection criteria. A single case may appear more than once in the section count, as a case may contain more than one land description within the township.

CASE303F		BLM Interim LIS - Township Status Display		14-APR-92			
Cases per Section with:		(6)	(5)	(4)	(3)	(2)	(1)
MERIDIAN:							
TOWNSHIP:		(7)	(8)	(9)	(10)	(11)	(12)
RANGE:							
CASE TYPE		(18)	(17)	(16)	(15)	(14)	(13)
or							
MASK:		(19)	(20)	(21)	(22)	(23)	(24)
CASE STATUS:							
Destination	P	(30)	(29)	(28)	(27)	(26)	(25)
Queue Type	N						
<Query=KP8>		(31)	(32)	(33)	(34)	(35)	(36)
<TWPALL=Esc B>							
LOU:							
Not Coded to Section:		Total Cases in Township:					
Char Mode: Replace		Page 1					
		Count: *0					

Figure 1 Township Status Display Form (CASE303F)

WARNING:

You must enter a complete meridian, township and range description, and either a case type or mask code when using this form.

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

The Township Status Display Form (CASE303F) uses the meridian, township and range data to query the System for the number of cases which contain a land description within each section of the specified township. When using this form, you must complete all three of these fields.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

If you do not enter a meridian code, the following message appears in the message line:

Field must be entered

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian Code

If you do not know the appropriate meridian code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Meridian LOV Screen (DICT114), Figure 2, all valid meridian codes appear in the Code field with a corresponding description in the Description field. Your cursor appears in the Code field.

Code	Description
00	NO LAND DESC
01	1ST PM
02	2ND PM
03	3RD PM
04	4TH PM IL
05	5TH PM
06	6TH PM
07	BLACK HILLS MER
08	BOISE MER
09	HICKSAW MER

Figure 2 Meridian LOV Screen (DICT114)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid meridian values displayed on the Meridian LOV screen.

You may also query a particular meridian value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or both fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current meridian value and carry it back to the form.

Press EXIT to exit the meridian LOV screen without retrieving any of the displayed values.

NOTE:

If you enter one of the special meridian codes, 00.98 or 99, you may type 0 in the Township and Range fields to zero-fill these fields.



Type the township. Press NEXT FIELD to continue to the Range field.

If you do not enter a township, the following message appears in the message line:

Field must be entered

If you enter an invalid township direction, the following message appears in the message line:

**ERROR: Invalid Township direction,
must be N or S.**



Type the range. Press NEXT FIELD to continue to the Case Type field.

If you do not enter a range, the following message appears in the message line:

Field must be entered

If you enter an invalid range direction, the following message appears in the message line:

**ERROR: Invalid Range direction,
must be E or W.**

NOTE:

You must enter either a case type or mask code to complete the township query.

DE 2961
Or...
LOV ♥

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park, as one of your selection criteria. Data Element 2961 and LOV contain valid case type codes and descriptions.



Press NEXT FIELD to continue to the Mask Code field without entering a case type.

Type the case type, if appropriate. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid case type, the following message appears in the message line:

ERROR: Invalid Case Type code

If you do not know the case type code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Case Type LOV screen, Figure 3, your cursor appears in the first record of the Code field.

BLM Interim LIS		27-MAR-92
Case Type (2961)		
Code	Description	Legal
000000	PUBLIC LAND (NO ACTION)	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED
000001	AREA-ORIGINAL 13 STATES	PRESENT AREA ORIGINAL THIRTEEN STATES
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON
000004	LOUISIANA PURCHASE-1803	PURCHASED FROM FRANCE ON APRIL 30, 1803
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 3 Case Type LOV Screen (DICT102F)

There are three fields in the Case Type LOV screen, Code (Case Type Code), Description (Case Type code description), Legal (legal explanation of the Case Type code). Use the NEXT/PREVIOUS RECORD keys or the NEXT/PREVIOUS SET keys to scroll through the available options.

You may also ENTER and EXECUTE a query from any of the three fields within the Case Type LOV screen.

Press the ENTER QUERY key on your keyboard to clear the fields. Please note that the words ENTER QUERY appear in the Oracle status line across the bottom of the screen.

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key on your keyboard to query the database for data matching the parameters you entered.

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the retrieved values.

Press **NEXT FIELD** to retrieve the current value in the Case Type field on the form.

Press **EXIT** to exit the LOV screen without retrieving any value.

LOV ♥

Mask Code - This three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data for particular case types. Check with your Supervisor or Database Administrator for a list of valid mask codes. LOV contains valid mask codes and descriptions.



Type the mask code, if appropriate. Press **NEXT FIELD** to continue to the Case Status field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

If you do not know the appropriate mask code, press **LOV** to obtain an on-line list of valid codes.

LOV ♥

When you access the Mask Code LOV Screen (DICT127), Figure 4, from the Mask field, all valid mask codes appear in the Code field with a corresponding description in the Mask Name field. Your cursor appears in the Code field.

DICT127F		BLM Interim LIS	27-MAR-92
Mask Owner & Case Type			
Code	Mask Name		
001	UNIVERSAL CASETYPE GROUPINGS FOR STANDARD REQUESTS		
	Owner Name		
Code	Case Type	Description	
001	235155	AK CONVERSION ONLY	
001	251101	HE ORIGINAL	
001	251103	HE- FOREST	
001	251201	HE ADDL-AFTER PROOF	
001	254100	DOT-CLASS 1&2	
<Select Current Value=Tab> <Exit=Esc X>			
v Char Mode: Replace Page 1		Count: 1	

Figure 4 Mask Code LOV Screen (DICT127)

Use the *NEXT/PREVIOUS RECORD* keys to scroll through the valid mask codes and their descriptions. Only one mask code and description is visible at a time.

Included on the Mask Code LOV Screen are the following fields: Code, Mask Name, Owner (creator) Name, Case Type and Description. The Mask Name field provides the code description. The Owner Name field identifies the user /office who created the mask code. The Case Type field and Description field list the case types associated with the mask code and their descriptions.

In the LOV Screen, you may also query a particular mask code following the *ENTER/EXECUTE QUERY* procedures.

If you want to query from the Code, Mask Name or Owner Name fields, press *ENTER QUERY* in the first block, with your cursor in the Code field. If you want to query from the Code, Case Type or Description fields, press *ENTER QUERY* to clear the field, press *CANCEL*, and then press *NEXT BLOCK* to move the cursor into the Code field of the second block of data before pressing *ENTER QUERY* to query the System.

Press *ENTER QUERY* to clear the fields and place your cursor in the Code field. Use the *NEXT FIELD* key to move the cursor back and forth among the fields in the current block.

Type your query parameters in any of the fields, Code, Mask Name, Owner Name, Case Type or Description, using the wildcard character, %, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to accept the current mask code and carry it back to the form.

Press *EXIT* to exit the mask code LOV screen without retrieving any of the displayed values.

NOTE:

If you do not enter a case type or mask code, when you attempt to print your report or query the System, the following message appears in the message line, and the cursor remains in the Mask field:

**ERROR: Mandatory field has not
been entered**



Once you enter a meridian/township/range and a case type or mask code, you may execute a query for the on-screen display of township/section case information. Or, you may continue to the Case Status field to further limit your query.

Press EXECUTE QUERY to retrieve township information on the entered MTR and case type or mask.

DE 2586
or...
LOV ♥

Case Status - This optional two-digit field specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use this field to limit your query to cases within the specified meridian-township-range and case type/mask to only those cases which are authorized (04), pending (02), closed (07), etc....



Type the case status code, if applicable. Press NEXT FIELD to continue to the Destination field, or EXECUTE QUERY to retrieve the data in the graphic display on-screen to the right of the selection criteria.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

If you do not know the appropriate case status code, press LOV for an on-line list of valid codes.

LOV ♥

When you access the Case Status LOV Screen, Figure 5, all valid case status codes appear in the Code field with a corresponding description in the Description field. Your cursor appears in the Code field.



Code	Description	Abbrev
01	VOID	VOID
02	PENDING	PENDIN
03	RECORDED	RECORD
04	AUTHORIZED	AUTHOR
05	INACTIVE	INACT
06	INTERIM	INTERM
07	CLOSED	CLOSED

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *7

Figure 5 Case Status LOV Screen (DICT125F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid case status values displayed on the Case Status LOV screen. As there are only seven case status codes, all of the valid codes appear on one screen.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current case status value and carry it back to the form.

Press EXIT to exit the case status LOV screen without retrieving any of the displayed values.

NOTE:

Depending upon the System and your selection criteria, it may take the System several minutes to complete each field in the township diagram.

For each section in the township a number appears in the associated field. This number represents the number of cases recorded which contain a land description in the section.

The diagram also displays how many cases there are within the township, and how many cases within the township are not coded to a section.

NOTE:

From this form you may access the TWPALL Form (CASE150F) directly, carrying over the township entered here. Press NEXT BLOCK to access TWPALL. Please refer to the TWPALL documentation for usage instructions. When you exit TWPALL, the System returns to the Township Status Display form



Press EXIT to exit this form and return to the last accessed menu if you do not want a printed copy of the report or have no other queries

Continue to the Destination and Queue Type fields to print your query results and parameters in hardcopy output.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer or **F** for File, and; the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

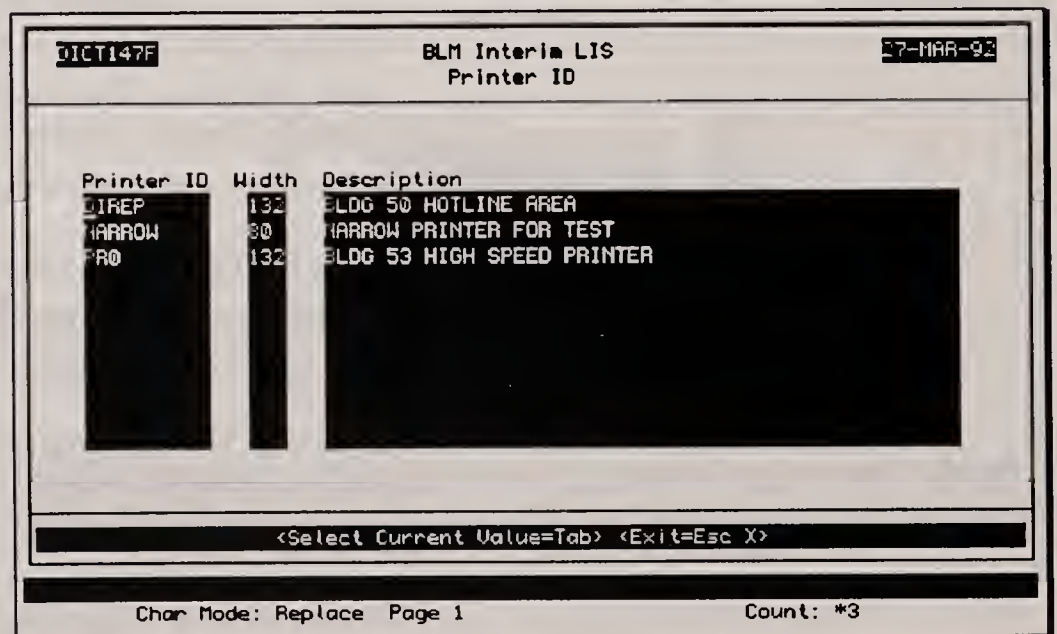
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 6, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
DIRP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 6 Printer ID LOV Screen (DICT147F)

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.*

Press **ENTER QUERY** to clear the columns and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to accept the current value and carry it back to the Destination field on the report form.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.



Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

Queue Type - This single-character field specifies when the report will print, immediately or after business hours, and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter **E** to submit report on
Express queue or **N** for Normal queue
or
Enter **N** to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to queue your report in the appropriate queue. Press **COMMIT** to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is number 1 in EXPRS
or
JOBID #10731 is number 4 in NITE2

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue. The job number tells you where your report is in the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE223R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE223R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.6 Mining Claim Reports Menu



When you select the Mining Claim Reports Menu option from the Reports Processing Menu, the menu illustrated below appears.

```
JLIL505F          BLM Interim LIS          11-AUG-92
Mining Claims Reports Menu

-> 1.MC Activity by Township
   2.MC by Case Type/Customer
   3.MC Weekly FLPMA
   4.Serial Numbers by Township/Case Type
   5.Total MC Customer List
   6.MC Missing Data
   7.MC Decision Report
   8.Mining Claims Summary - FY Quarters
   9.Report Processing Menu

Option Number:  Option Number:  QXFER:  QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1          Count: *0
```

Figure 1 Mining Claim Reports Menu

Your options include:

Option 1 - Mining Claim Activity by Township

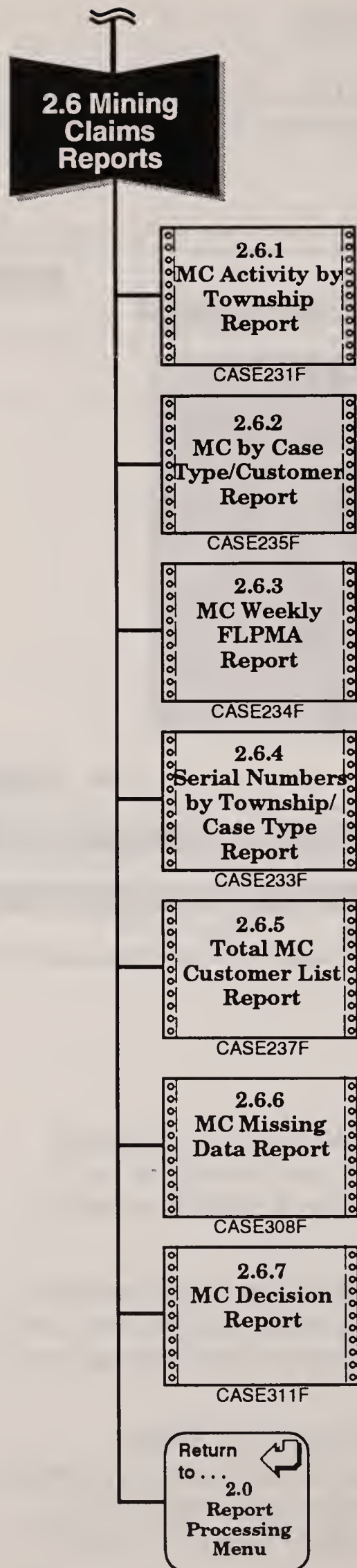
(CASE231F) allows you to print a detailed list of mining claim activities within a specific township or window.

Option 2 - Mining Claim by Case Type/Customer

(CASE235F) allows you to print a summary of mining claim activities based on the case type and customer of the cases.

Option 3 - Mining Claim Weekly FLPMA

(CASE234F) allows you to print a listing of active and closed cases within a specified date range for the entire state and the districts.



Option 4 - Serial Numbers by Township/Case Type (CASE233F) allows you to print the case serial numbers of mining claim cases within a specified township or window and case type or mask.

Option 5 - Total Mining Claim Customer List (CASE237F) allows you to print a complete list of all mining claim clients in the System.

Option 6 - MC Missing Data Report (CASE308F) has no selection criteria parameters, but lists all mining claim case serial numbers that are missing important information, specifically the claim name, the location date action code (906), or the case land description.

Option 7 - MC Decision Report (CASE311F) lists mining claim cases on which authorization decisions have been made.

To access the options available within the Mining Claim Reports Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., MC Weekly FLPMA Report (CASE234F) where CASE234F is the Program Name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the message line of the menu to move your cursor into the QXFER field.

Make your selection to continue with your Report Processing entries.

2.6.1 Mining Claim Activity by Township Report (CASE231F)

CASE231F		BUREAU OF LAND MANAGEMENT - INTERIM LIS	
ADM-STATE: ALASKA		MC ACTIVITY BY TOWNSHIP	
MERIDIAN: SEWARD MER		TOWNSHIP: 0030N RANGE: 0270W	
CASE TYPE: 304201 MC- PLACER CLAIM			
CUSTOMER ID: 000021400		NAME NO: 001	ADDRESS NO: 001
		BOYMAN HOWARD H	GENERAL DELIVERY
		PORT ALLSWORTH	AK 99653
SERIAL NUMBER	CLAIM NAME	POSTING DATE	--- LAST ACTION CODE/DESCRIPTION/DATE --- SECTION
AKAA 038768	DISCOVERY	27-MAR-1935	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038769	1 ABOVE DISCOVERY	01-OCT-1937	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038770	NO 2 ABOVE PLACER	07-MAR-1935	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038771	NO 2 ABOVE FRACTION	31-MAY-1935	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038772	NO 2 ABOVE PLACER	27-MAY-1935	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038773	NO 2 ABOVE PLACER	01-JUN-1935	A22 ACT CONVERTED (JC) 31-OCT-1991 006
AKAA 038774	1 BELOW DISCOVERY	01-OCT-1937	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038775	RABBITS FOOT	17-APR-1934	A22 ACT CONVERTED (JC) 31-OCT-1991 007
AKAA 038775	RABBITS FOOT	17-APR-1934	A22 ACT CONVERTED (JC) 31-OCT-1991 018
AKAA 038776	NO 3 BELOW DISCOVERY	16-APR-1934	A22 ACT CONVERTED (JC) 31-OCT-1991 018
TOTAL CASES FOR THIS CUSTOMER = 9			
TOTAL CASES FOR THIS CASE TYPE = 9			
TOTAL CASES FOR THIS TOWNSHIP = 9			
*** END of CASE231F ***			



The Mining Claim Activity by Township Report (CASE231F) produces a 132-column report of mining claim activity (customer and recent action information) on cases within a specified geographic area and case status. The Mining Claim Activity by Township Report, above, contains the following data: meridian, township, range, case type, customer ID, name, number and name, address number and address, case serial number(s), claim name, posting date, last action code/description/date, and section. In addition, for each customer, the report prints the total cases for the customer, for the case type and the township.

When you select the Mining Claim Activity by Township option from the Mining Claim Reports Menu, the Mining Claim Activity by Township Report Form (CASE231F) appears as shown in Figure 1, with your cursor in the Window field.

CASE231F	BLM Interim LIS	31-JUL-92
Mining Claim Activity by Township - Selection Criteria		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Window Code XXXXXX </div> <div style="text-align: center;">--or--</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Meridian Township Range XXXXXX XXXXXX </div> </div> <div style="text-align: center; margin-bottom: 20px;"> Case Status <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">1</div> <div style="border: 1px solid black; padding: 2px 5px;">2</div> <div style="border: 1px solid black; padding: 2px 5px;">3</div> <div style="border: 1px solid black; padding: 2px 5px;">4</div> <div style="border: 1px solid black; padding: 2px 5px;">5</div> <div style="border: 1px solid black; padding: 2px 5px;">6</div> <div style="border: 1px solid black; padding: 2px 5px;">7</div> <div style="border: 1px solid black; padding: 2px 5px;">8</div> <div style="border: 1px solid black; padding: 2px 5px;">9</div> <div style="border: 1px solid black; padding: 2px 5px;">10</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Destination PR0 Queue Type 1 </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Mining Claim Activity by Township Report (CASE231F)

WARNING:

You must enter a window code or a complete meridian, township and range description, and at least one case status code

Window - This mandatory six-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid window codes.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the Meridian/Township/Range fields. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if applicable. Press NEXT FIELD to continue to the first Case Status field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

If you did not enter a window code and attempt to continue to the Case Status field without entering the meridian, township and range, the following message appears in the message line:

**WARNING: Window or Meridian/Township/
Range must be entered**

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you attempt to bypass the Township field after entering a meridian code, the following message appears in the message line:

**WARNING: Township must be entered
if Meridian is entered**



Type the township. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township, the following message appears in the message line:

**ERROR: Invalid Meridian/Township
combination**

If you attempt to bypass the Range field after entering a meridian and township, the following message appears in the message line:

**WARNING: Range must be entered
if Meridian and Township are entered**



Type the range. Press NEXT FIELD to continue to the Case Status fields.

If you enter an invalid range, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range
combination**

DE 2586

Case Status - This mandatory group of two-digit fields specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use this field to limit your query to cases within the specified meridian-township-range or window to only those cases which are authorized (04), pending (02), closed (07), etc....

If you attempt to bypass the Case Status fields without entering a value, the following message appears in the message line:

Field must be entered.

You must enter at least one case status code.



Type the case status code. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.



Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

DICT147F		BLM Interim LIS Printer ID	01-MAY-92
Printer ID	Width	Description	
IREP	132	BLDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
PR0	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE231R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE231R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.6.2 Mining Claim by Case Type/Customer Report (CASE235F)

CASE235F		BUREAU OF LAND MANAGEMENT - INTERIM LIS													
ADM-STATE: ALASKA		MC BY CASE TYPE/CUSTOMER													
CASE STATUS: PENDING															
CASE TYPE : MC-PLACER CLAIM															
CUSTOMER ID: 000021488		NAME NO: 001 BOWMAN HOWARD H	ADDRESS NO: 001 GENERAL DELIVERY												
		PORT ALLSWORTH	AK 99653												
SERIAL NUMBER	MER	TWP	RANG	SEC	T	NUMBER	DI	P	GEO	ALIQ	PART	POSTING DATE	---LAST 2 ACTIONS/CODE/DATE/DESCRIPTION---		
CASE NAME															
AKAA	038768	28	0030N	0270W	007				AK	SW		27-MAR-1935	A22	31-OCT-1991	ACT CONVERTED (JC)
DISCOVERY															
AKAA	038769	28	0030N	0270W	007				AK	SW		01-OCT-1937	A22	31-OCT-1991	FINAL CERT ISSUED
1 ABOVE DISCOVERY															
AKAA	038770	28	0030N	0270W	007				AK	SW		07-MAR-1935	A22	31-OCT-1991	ACT CONVERTED (JC)
NO 2 ABOVE PLACER															
AKAA	038771	28	0030N	0270W	007				AK	SW		31-MAY-1935	A22	31-OCT-1991	FINAL CERT ISSUED
NO 2 ABOVE FRACTION															
AKAA	038772	28	0030N	0270W	007				AK	SW		31-MAY-1935	A22	31-OCT-1991	ACT CONVERTED (JC)
NO 3 ABOVE PLACER															
AKAA	038773	28	0030N	0270W	006				AK	SW		01-JUN-1935	A22	31-OCT-1991	FINAL CERT ISSUED
NO 4 ABOVE PLACER															
AKAA	038774	28	0030N	0270W	007				AK	SW		01-OCT-1937	A22	31-OCT-1991	ACT CONVERTED (JC)
1 BELOW DISCOVERY															
													872	26-SEP-1989	FINAL CERT ISSUED



The Mining Claim by Case Type/Customer Report (CASE235F) produces a 132-column report of mining claim case; customer and action information. The Mining Claim by Case Type/Customer Report; above; contains the following data: case status; case type; customer ID; name number and name; address number and address; case serial number; meridian; township; range; section; survey type, number, direction, fraction and suffix; posting date; last action/code/description; claim name; and total cases for this customer.

When you select the Mining Claim by Case Type/Customer option from the Mining Claim Reports Menu, the Mining Claim by Case Type/Customer Report Form (CASE235F) appears as shown in Figure 1, with your cursor in the Mask field.

WARNING:

You must enter a mask or case type code to generate this report.

CASE235F	BLM Interim LIS	31-JUL-92
MC by Case Type / Customer - Selection Criteria		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Mask Code []</div> <div>-- or --</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Case Type []</div> </div>		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="display: flex; align-items: center;"> opt--> <div style="border: 1px solid black; padding: 5px; text-align: center;">Window Code []</div> </div> <div>-- or --</div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Meridian []</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Township []</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Range []</div> </div> </div>		
<div style="display: flex; justify-content: space-around; align-items: center;"> opt-->Case Status <div style="display: flex; gap: 5px;"> <div style="text-align: center;">1 []</div> <div style="text-align: center;">2 []</div> <div style="text-align: center;">3 []</div> <div style="text-align: center;">4 []</div> <div style="text-align: center;">5 []</div> <div style="text-align: center;">6 []</div> <div style="text-align: center;">7 []</div> <div style="text-align: center;">8 []</div> <div style="text-align: center;">9 []</div> <div style="text-align: center;">10 []</div> </div> </div>		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> Destination P PR0 Queue Type 1 </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Enter Mask Code representing a set of Casetypes Char Mode: Replace Page 1 Count: *0		

Figure 1 Mining Claim by Case Type/Customer Report Form (CASE235F)

Mask Code - This mandatory three-character alphanumeric code identifies a group of case types, established by a System user to meet data accessing needs for particular case types. Check with your Supervisor or Database Administrator for a list of valid Mask Codes.

When you access the Mining Claim by Case Type/Customer Report Form (CASE235F), the following message appears in the message line:

Enter mask code representing a set
of case types



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This mandatory six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

Window - This optional four-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet data accessing needs for particular meridian, township, range areas. Check with your Supervisor or Database Administrator for a list of valid window codes.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the Meridian/Township/Range fields. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if applicable. Press NEXT FIELD to continue to the first Case Status field.

If you type an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of optional fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you attempt to bypass the Township field after entering a meridian code, the following message appears in the message line:

**WARNING: Township must be entered
if Meridian is entered**



Type the township. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township, the following message appears in the message line:

**ERROR: Invalid Meridian/Township
combination**

If you attempt to bypass the Range field after entering a meridian and township, the following message appears in the message line:

**WARNING: Range must be entered if
Meridian and Township are entered**



Type the range. Press NEXT FIELD to continue to the Case Status fields.

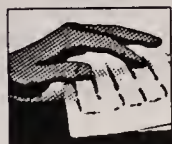
If you enter an invalid range, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range
combination**

DE 2586

Case Status - This optional group of two-digit fields specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use this field to limit your query to cases within the specified meridian-township-range or window to only those cases which are authorized (04), pending (02), closed (07), etc....



Type the case status code, if appropriate. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Do not submit large reports to the Express queue. Be aware of the amount of data being accessed as large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
11REP	132	BLDG 50 HOTLINE AREA	
11AROW	30	11AROW PRINTER FOR TEST	
11RO	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the columns and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT / PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current value and carry it back to the Destination field on the report form.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.



Type F in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Normal queue
or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to queue your report in the appropriate queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

```
Press COMMIT to submit report  
or EXIT to exit
```

When the System queues your report request, the following message appears in the message line:

```
Submitting report on batch queue,  
please wait...
```

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

```
JOBID #10732 is number 1 in EXPRS
```

or

```
JOBID #10731 is number 4 in NITE2
```

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue. The job number tells you where your report is in the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE235R.095608.RPT, resides in your originating
directory on the Prime, outside the Oracle
environment.



To print or edit this file, you must return to the Primos
environment.

Please check with your office procedures for printing
report files.

When your report is through the batch queue after
printing, a message similar to the following appears on
the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE235R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and
return to the form.

NOTE:

This message may not appear while you are in the
report form. However, neither the message nor
pressing REDISPLAY PAGE interrupts your
processes.

You may now enter criteria for another report or press
EXIT to exit the form and return to the Report Process-
ing Menu.

NOTE:

To delete a report from the System once you send
it to a printer or a file, you must contact your
Database Administrator or Supervisor to assist in
locating the file or batch job and performing a
Prime logout or file deletion.

2.6.3 Mining Claim FLPMA Report (CASE234F)

CASE234F		BUREAU OF LAND MANAGEMENT - INTERIM LIS																																																																																																																																																																																															
ADM-STATE: ALASKA		MC WEEKLY FLPMA																																																																																																																																																																																															
ACTN_FIRST_DATE		<= 10-MAY-1991																																																																																																																																																																																															
ACTN_FIRST_DATE		>= 01-JAN-1950																																																																																																																																																																																															
CASE234F		BUREAU OF LAND MANAGEMENT - INTERIM LIS																																																																																																																																																																																															
ADM-STATE: ALASKA		MC WEEKLY FLPMA																																																																																																																																																																																															
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11	15-MAY-71	0	0	0	0	0	0	0	3	0	2	8																																																																																																																																																																																					
12	07-OCT-72	0	0	0	0	0	0	0	8	0	2	1																																																																																																																																																																																					



The Mining Claim FLPMA Report (CASE234F) produces a 132-column detail report of mining claim activity within a specified date range on a weekly basis for FLPMA. The Mining Claim FLPMA Report, above, contains the following data for the date range entered in the selection criteria: date, active claims information with and without land descriptions, total active claims, total closed claims, total claims, each category separated by district, and a state total. The report sorts chronologically.

When you select the Mining Claim FLPMA option from the Mining Claim Reports Menu, the Mining Claim FLPMA Report Form (CASE234F) appears as shown in Figure 1, with your cursor in the Date Range field.

WARNING:

Carefully verify the amount of data your selection criteria will access. Generating a large report may cause System performance to deteriorate.

CASE234F	BLM Interim LIS MC Weekly FLPMA Report - Selection Criteria	31-JUL-92
<div style="border: 1px solid black; display: inline-block; padding: 10px;"> Date Range opt-> To 31-JUL-1992 </div>		
Destination F PR0 		Queue Type N
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Char Mode: Replace Page 1		Count: *0

Figure 1 Mining Claim FLPMA Form (CASE234F)

Date Range - This optional two-section date field contains two dates to specify a range from which data are to be obtained. The second section defaults with the current date. Use this format when entering the date(s): DD-MON-YYYY, e.g., 01-JAN-1994.



Type the lower range of the date in the first date field, if you want to limit the report. Press NEXT FIELD to continue to the second date field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

- Day must be between 1 and last of month.
- Not a valid month name.
- Year must be 1000-4712.
- Field must be entered completely.
- Date format is DD-MON-YYYY.



Type the second date if you want to override the current date. Press NEXT FIELD to continue to the Destination field.

If you enter the date incorrectly, one of the previously mentioned errors messages may appear in the message line.

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report runs overnight based on Database Administration.

Destination - This mandatory two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
IREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
FR0	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE234R.095608.RPT, resides in your originating
directory on the Prime, outside the Oracle
environment.



To print or edit this file, you must return to the Primos
environment.

Please check with your office procedures for printing
report files.

When your report is through the batch queue after
printing, a message similar to the following appears on
the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE234R.135356.CPL for LKOH
(#10732) completed
```



Press **REDISPLAY PAGE** to clear the message and
return to the form.

NOTE:

This message may not appear while you are in the
report form. However, neither the message nor
pressing **REDISPLAY PAGE** interrupts your
processes.

You may now enter criteria for another report or press
EXIT to exit the form and return to the last accessed
menu.

NOTE:

To delete a report from the System once you send
it to a printer or a file, you must contact your
Database Administrator or Supervisor to assist in
locating the file or batch job and performing a
Prime logout or file deletion.

2.6.4 Serial Numbers by Township/Case Type Report (CASE233F)

CASE233R		BUREAU OF LAND MANAGEMENT - INTERIM LIS			
ADM-STATE: ALASKA		SERIAL NUMBERS BY TOWNSHIP/CASE TYPE			
MERIDIAN: SEWARD MER		TOWNSHIP: 0030N RANGE: 0270W			
SERIAL NUMBER	CASE STATUS	CASE TYPE/DESCRIPTION	SECTION	CUST-ID/NAME-NO/ADDR-NO	
CLAIM NAME				NAME/ADDRESS/CITY/STATE/ZIP CODE	
AKAA 038768	PENDING	384201 MC- PLACER CLAIM	007	000021488 001 001	
DISCOVERY				BOWMAN HOWARD N	
				GENERAL DELIVERY	
AKAA 038769	PENDING	384201 MC- PLACER CLAIM	007	PORT ALSWORTH AK	99653
1 ABOVE DISCOVERY				000021488 001 001	
				BOWMAN HOWARD N	
				GENERAL DELIVERY	
AKAA 038768	PENDING	384201 MC- PLACER CLAIM	007	PORT ALSWORTH AK	99653
NO 2 ABOVE PLACER				000021488 001 001	
				BOWMAN HOWARD N	
				GENERAL DELIVERY	
AKAA 038768	PENDING	384201 MC- PLACER CLAIM	007	PORT ALSWORTH AK	99653
NO 2 ABOVE FRACTION				000021488 001 001	
				BOWMAN HOWARD N	
				GENERAL DELIVERY	
AKAA 038768	PENDING	384201 MC- PLACER CLAIM	007	PORT ALSWORTH AK	99653
NO 2 ABOVE PLACER				000021488 001 001	
				BOWMAN HOWARD N	
				GENERAL DELIVERY	
AKAA 038768	PENDING	384201 MC- PLACER CLAIM	007	PORT ALSWORTH AK	99653
NO 2 ABOVE PLACER				000021488 001 001	
				BOWMAN HOWARD N	
				GENERAL DELIVERY	
AKAA 038768	PENDING	384201 MC- PLACER CLAIM	007	PORT ALSWORTH AK	99653
1-BELOW DISCOVERY				000021488 001 001	
				BOWMAN HOWARD N	
				GENERAL DELIVERY	
				PORT ALSWORTH AK	99653



The Serial Numbers by Township/Case Type Report (CASE233F) produces a 132-column list of case serial numbers with customer information for the specified Mining Claim Mask or case type(s) within a window or MTR. The Serial Numbers by Township/Case Type Report, above, contains the following data: meridian, township, range, section, case serial number, case status, case type/description, and customer information. This report sorts by case type and case serial number within the specified window or MTRS.

When you select the Serial Numbers by Township/Case Type option from the Mining Claim Reports Menu, the Serial Numbers by Township/Case Type Report Form (CASE233F) appears as shown in Figure 1, with your cursor in the Mask field.

WARNING:

You must enter a mask or case type code and a window or meridian, township and range to generate this report.



Type the case type, if appropriate. Press NEXT FIELD to continue to the next Case Type field or the Window Code field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

If you enter a non-mining claim case type, the following message appears in the message line:

**ERROR: Invalid Case Type -
must be between 384100 and 384499**

If you attempt to bypass both the Mask and Case Type fields, the following message appears in the message line:

ERROR: Mask or Case Type must be entered

Window - This six-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet data accessing needs for particular meridian, township, range areas. Check with your Supervisor or Database Administrator for a list of valid window codes.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the Meridian/Township/Range fields. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if applicable. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of required fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you attempt to bypass the Township field after entering a meridian code, the following message appears in the message line:

**WARNING: Township must be entered
if Meridian is entered**



Type the township. Press NEXT FIELD to continue to the Range field.

If you attempt to bypass the Range field after entering a meridian and township, the following message appears in the message line:

**WARNING: Range must be entered
if Meridian and Township are entered**



Type the range. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid range, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range
combination**

If you attempt to bypass both the Window and Meridian, Township, Range fields, the following message appears in the message line:

**ERROR: Window or Meridian/Township/Range
must be entered**

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of
(P)rinter or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

*Type your query parameters in one or more fields, using the wildcard character, **%**, as needed.*

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
WIREP	132	BLDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
PR0	132	BLDG 53 HIGH SPEED PRINTER	
<Show> Keys=KF1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE233R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE233R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.6.5 Total Mining Claim Customer List Report (CASE237F)

CASE237F		BUREAU OF LAND MANAGEMENT - INTERIM LIS	
ADM-STATE: ALASKA		TOTAL MC CUSTOMER LIST	
-----CASE STATUS-----		TOTAL CASES	TOTAL CUSTOMERS
02	PENDING	2888	4996
03	RECORD	29321	43648
04	AUTHOR	8	22
05	INACT	31	50
06	INTERIM	1	6
07	CLOSED	80347	117786
TOTAL CASES WITH MULTIPLE CUSTOMERS:		6	
*** END of CASE237F ***			



The Total Mining Claim Customer List Report (CASE237F) produces a 132-column report of the number of customers and number of cases in each case status for all mining claim cases, and the number of cases with multiple customers. The Total Mining Claim Customer List Report, above, contains the following data: case status, total number of cases, total number of mining claim customers and a count of cases with multiple customers.

When you select the Total Mining Claim Customer List option from the Mining Claim Reports Menu, the Total Mining Claim Customer List Report Form (CASE237F) appears as shown in Figure 1, with your cursor in the Destination field.

When you access the Total Mining Claim Customer List Report Form (CASE237F), the following is displayed across the center of the form:

No Selection Criteria for this Report

WARNING:

As there are no selection criteria for this report, your report accesses all mining claim customer information throughout the entire System. This requires that the report process and print through one of the evening-run batch queues.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

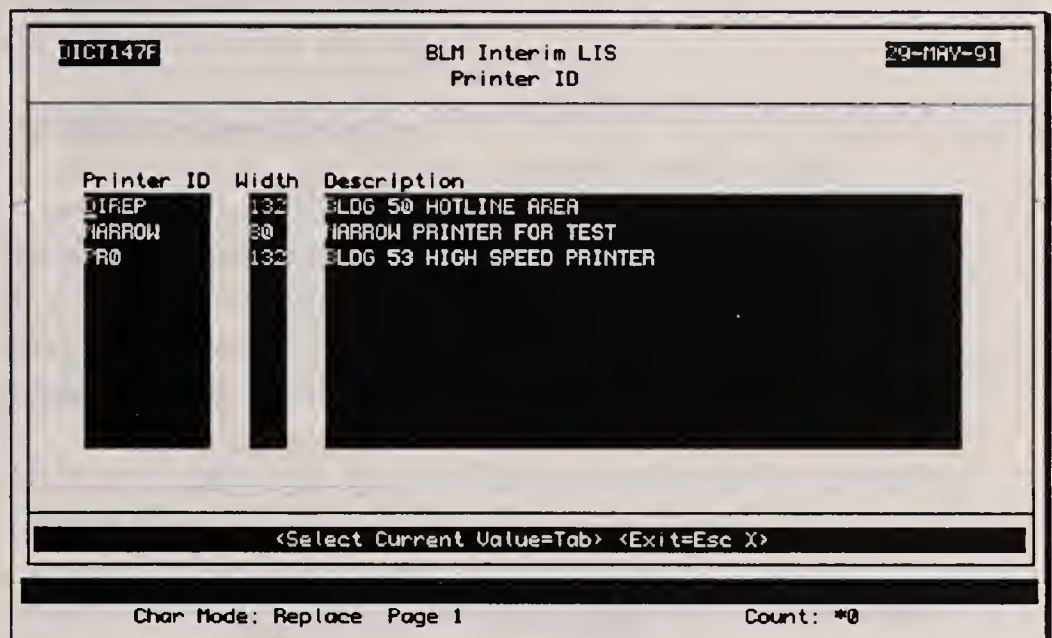
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

*Press **EXECUTE QUERY** to retrieve data that match your query parameters.*

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE237R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE237R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the report processing menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.6.6 Mining Claim Missing Data Report (CASE308F)

CASE308F		BUREAU OF LAND MANAGEMENT - INTERIM LIS						
ADM-STATE: ALASKA		MC MISSING STATUS						
SR	NUM	MER	TWP	RNG	SEC	CUST ID	CUST NAME	ACT CODE CLAIM NAME
AKFF	045666					000016095	KEYSTONE MINES INC	ROB
AKFF	054243					000029315	ANTHONY MICHAEL R MARK	TOGBOAT ANNIE
AKFF	055618					000066854	EMERSON ROBERT C	QUILL #5
AKFF	080277					000028807	WARNER HELEN E	BETZ 451
AKAA	030040					000001124	ANDRESEN M R	MAD AT EM #3
AKAA	030040					000035251	MISCOVICH JOHN A	NORTH STAR CLAIM



The Mining Claim Missing Data Report (CASE308F) produces a 132-column report of data missing from mining claim cases, specifically land descriptions, customers and claim name. The Mining Claim Missing Data Report, above, contains the following data: case serial number, meridian/township/range/section, case type and description, owner and claim name.

When you select the Mining Claim Missing Data option from the Mining Claim Reports Menu, the Mining Claim Missing Data Report Form (CASE308F) appears as shown in Figure 1, with your cursor in the Destination field.

When you access the Mining Claim Missing Data Report Form (CASE308F), the following is displayed across the center of the form:

No Selection Criteria for this Report



WARNING:

As there are no selection criteria for this report, your report accesses all mining claim that are missing essential data in the System.

If you enter a value other than P or F in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

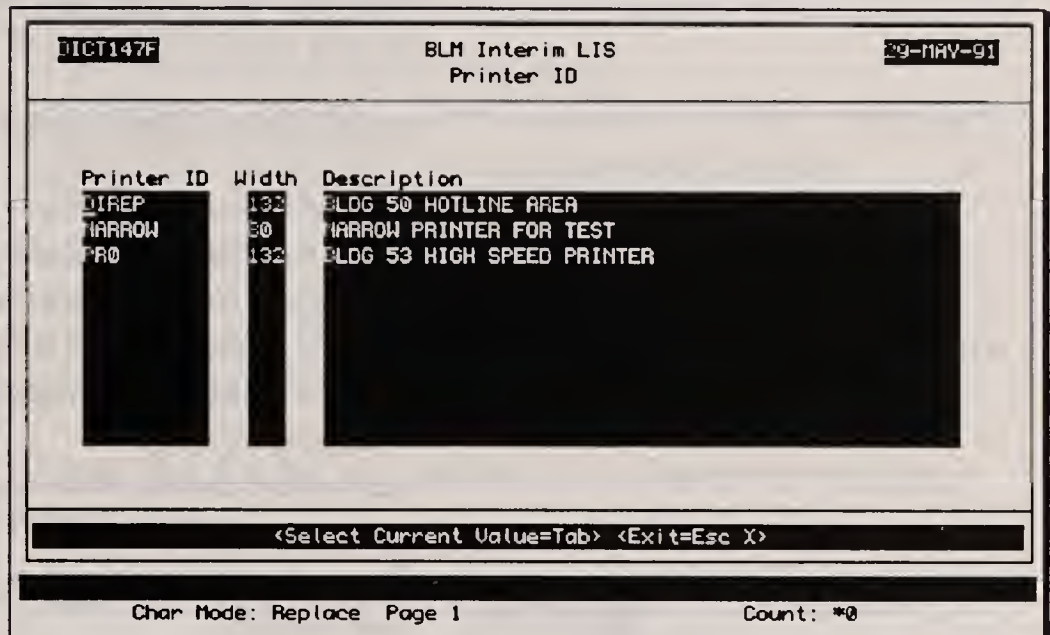
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



The screenshot shows a terminal window titled "DICT147F" with "BLM Interim LIS" and "Printer ID" in the header. The main area displays a table with three columns: "Printer ID", "Width", and "Description". The table contains three rows of data. At the bottom, there is a status bar with the text "<Select Current Value=Tab> <Exit=Esc X>" and a footer with "Char Mode: Replace Page 1" and "Count: *0".

Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	50	NARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

Figure 2 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE308R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE308R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the report processing menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.6.7 Mining Claim Decision Report Form (CASE311F)

CASE311F		BUREAU OF LAND MANAGEMENT - INTERIM LIS							
ADM-STATE: ALASKA		MC DECISION REPORT							
Date	Actn Code	Serial Number	Serial Number	Serial Number	Serial Number	Serial Number	Serial Number	Serial Number	Serial Number
JAN 1991	906	AKAA 074490	AKAA 074491	AKAA 074492	AKAA 074493	AKAA 074494	AKAA 074495	AKAA 074496	AKAA 074497
		AKAA 074498	AKAA 074499	AKAA 074500	AKAA 074501	AKAA 074502	AKAA 074503	AKAA 074504	AKAA 074505

The Mining Claim Decision Report (CASE311F) produces a 132-column report of all mining claim action decisions made on which cases for each mining claim action within the specified date range. This identifies which actions affected how many and which cases. The Mining Claim Decision Report, above, contains the following information: date (month and year), action code, serial number(s) and total number of cases for each action code. The report sorts by chronological date of the range entered by month. You may also restrict to the report to specific action codes entered into mining claim cases within the specified date range.

When you select the Mining Claim Decision Report option from the Mining Claim Reports Menu, the Mining Claim Decision Report Form (CASE311F) appears as shown in Figure 1, with your cursor in the Date Range field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

Day must be between 1 and last of month.
Not a valid month name.
Year must be 1000-4712.
Field must be entered completely.
Date format is DD-MON-YYYY.

When you access the second Date Range field, the following message appears in the message line:

Enter ending date range in the format:
DD-MON-YYYY



Type the upper range. Press NEXT FIELD to continue to the Action Code field.

If you enter the date incorrectly, one of the previously mentioned errors may appear in the message line.

Action Code - This three-digit field allows you to enter a specific action code for mining claim reporting. Data Element 1775/2960 contains valid action codes.

When you access these fields, the following message appears in the message line:

Enter Action Code for search criteria



Type the action code, if applicable. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid mining claim action code, the following message appears in the message line:

Invalid Action Code!

WARNING:

Depending upon the parameters you specify, this report may take several hours to generate and print. Generally this report runs overnight based on database administration.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, or **F** for File; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter, or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File, or P for Printer



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes.*

*You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
IREP	132	BLDG 50 HOTLINE AREA	
ARROW	80	ARROW PRINTER FOR TEST	
PR0	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

```
Press COMMIT to submit report  
or EXIT to exit
```

When the System queues your report request, the following message appears in the message line:

```
Submitting report on batch queue,  
please wait...
```

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

```
JOBID #10732 is in the EXPRS queue
```

or

```
JOBID #10731 is in the NITE2 queue
```

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE236R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.

To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE236R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupt your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.6.8 Mining Claim Summary - FY Quarters Report (CASE304F)

CASE304R	BUREAU OF LAND MANAGEMENT - INTERIM LIS
ADM-STATE: AK	MINING CLAIMS SUMMARY - FY QUARTERS
MINING CLAIM RECORDATION ON FISCAL YEAR: 1991/1	
MINING CLAIMS:	
ON FILE AT START OF QUARTER:	561
RECEIVED DURING QUARTER:	228
ANNUAL FILINGS:	
ON FILE AT START OF QUARTER:	19002
RECEIVED DURING QUARTER:	94
*** END of CASE304R ***	



The Mining Claim Summary - FY Quarters Report (CASE304F) produces an 80-column summary of the number of mining claims on file at the beginning of the specified quarter and the number of claims received during the quarter, and the annual filings and number of annual cases on file. The Mining Claim Summary - FY Quarters Report, above, contains the following data for the date entered in the selection criteria: fiscal year and quarter, on file and received claims for the quarter and the fiscal year.

When you select the Mining Claim Summary - FY Quarters option from the Mining Claim Menu, the Mining Claim Summary - FY Quarters Report Form (CASE304F) appears as shown in Figure 1, with your cursor in the Fiscal Year field.

WARNING:

Carefully verify the amount of data your selection criteria will access. Generating a large report may cause System performance to deteriorate.

CASE304F	BLM Interim LIS Mining Claim Summary - FY Quarters	31-JUL-92
<div style="margin-bottom: 10px;">Fiscal Year XXXX</div> <div style="margin-bottom: 10px;">Fiscal Year Quarter (Enter 1,2,3 or 4) X</div> <div>Destination XXXXXXXXXX</div>		
<div style="text-align: center; border: 1px solid black; background-color: black; color: white; margin-bottom: 5px;"> <Show Keys=> <Exit=> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Mining Claim Summary - FY Quarters Form (CASE304F)

Fiscal Year - This four-digit field contains the year from which you want to obtain mining claim summary information. The BLM fiscal year runs from October 1 through September 30.



Type the fiscal year. Press NEXT FIELD to continue to the Fiscal Year Quarter field.

If you enter an invalid date, the following message appears in the message line:

ERROR: Invalid date

If you attempt to bypass this field, the following message appears in the message line:

Field must be entered



Fiscal Year Quarter- This single-character field contains the number used to represent the quarter, e.g., 2= the second quarter, of the specified fiscal year.

Type the quarter (1, 2, 3, or 4). Press NEXT FIELD to continue to the Destination field.

If you enter an invalid quarter, the following message appears in the message line:

ERROR: Not a valid quarter number

If you attempt to bypass this field, the following message appears in the message line:

Field must be entered

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Printer ID	Width	Description
DIKEP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PR0	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File, or P for Printer

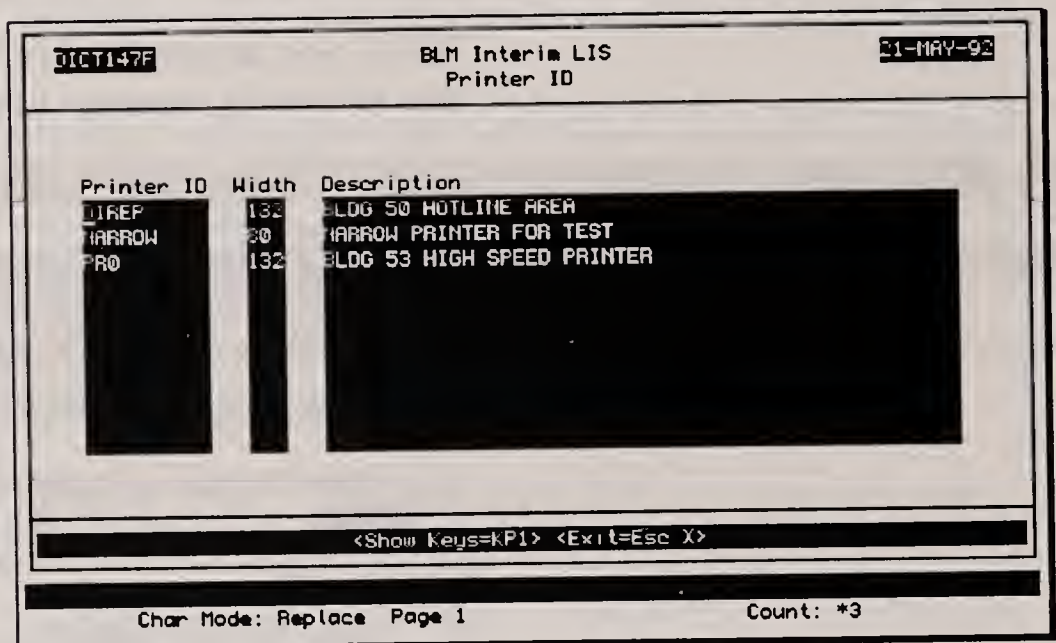


Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.



The screenshot shows a terminal window titled "DICT147F" with "BLM Interim LIS Printer ID" and a date "01-MAY-92". It displays a table with three columns: "Printer ID", "Width", and "Description". The table contains three rows of data. Below the table, there are navigation instructions: "<Show> Keys=KP1> <Exit>=Esc X>". At the bottom, it shows "Char Mode: Replace Page 1" and "Count: *3".

Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
DIAROW	80	DIAROW PRINTER FOR TEST
DIPO	132	BLDG 53 HIGH SPEED PRINTER

Figure 2 Printer ID LOV Screen (DICT147F)

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Use the **NEXT/PREVIOUS RECORD** keys and the **NEXT/PREVIOUS SET** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

***BATCH_SERVICE (user 218 on ZEUS)
at 13:55

Job CASE234R.135356.CPL for LKOHR
(#10732) completed



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.7 Serial Number Reports Menu

Serial number reports primarily list serial numbers in various formats based upon the entered selection criteria. There are eight different serial number reports, each of them a unique function.

When you select the Serial Number Reports Menu option from the Reports Processing Menu, the menu illustrated below appears.

Your options include:

Option 1 - Parcel by Serial Number Report (CASE226F) produces a 132-column report of parcel occupancy cases.

Option 2 - Serial Number History Analysis Report (CASE227F) produces a 132-column report of case serial numbers, their status, acres case type and customer information meeting selected criteria.

```
JLIL505F          BLM Interim LIS          11-AUG-92
Serial Number Reports Menu

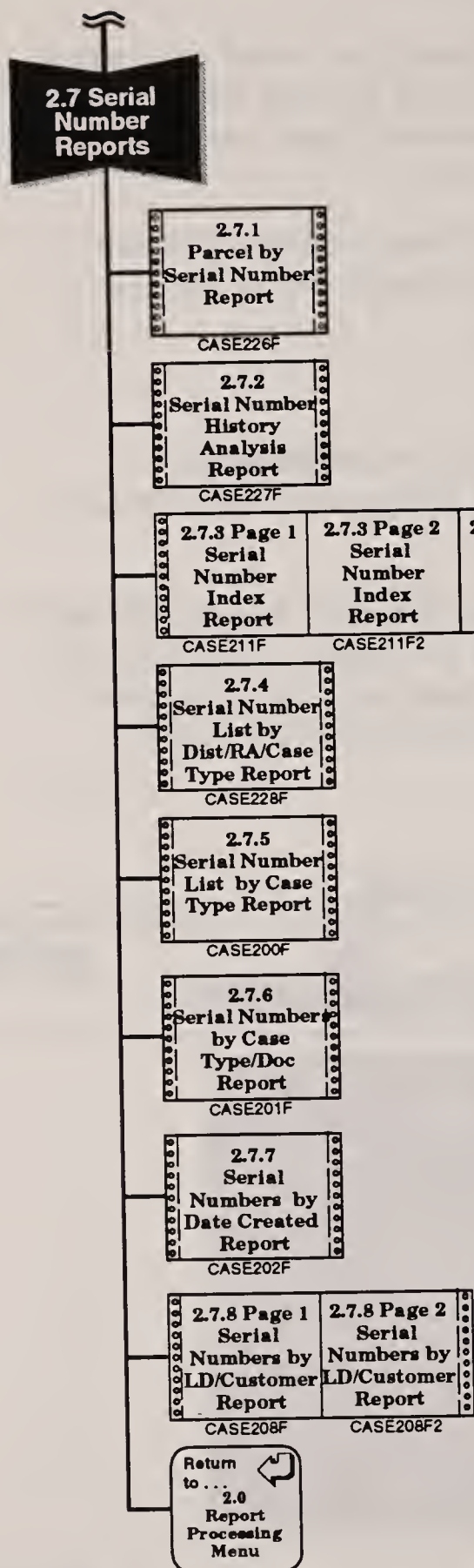
-> 1.Parcel by Serial Number
    2.Serial Number History Analysis
    3.Serial Number Index
    4.Serial Number List by Dist/RA/Case Type
    5.Serial Number List by Case Type
    6.Serial Numbers by Case Type/Doc
    7.Serial Numbers by Date Created
    8.Serial Numbers by LD/Customer

Option Number:  Option Number:  QXFER:  QXFER:

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1          Count: *0
```

Figure 1 Serial Number Reports Menu



Option 3 - Serial Number Index Report

(CASE211F) produces a 132-column list of case serial numbers in the System which meet the selection criteria you enter. The report sorts by ascending case serial number.

Option 4 - Serial Number List by District/RA/Case Type Report (CASE228F) produces a 132-column report of the last case action and case status of cases meeting your selection criteria.

Option 5 - Serial Number List by Case Type Report (CASE200F) produces a 132-column list of case serial numbers for a specified case type.

Option 6 - Serial Numbers by Case Type/Document Report (CASE201F) produces a 132-column summary report of the number of cases and acres for each document type with the case type(s) and geographic area specified.

Option 7 - Serial Numbers by Date Created Report (CASE202F) produces a 132-column list of cases created by a specified employee during the specified date range.

Option 8 - Serial Numbers by LD/Customer Report (CASE208F) produces a 132-column report of case header information with land descriptions and customers for each case meeting the selection criteria.

To access the options available within the Serial Number Reports Menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., Serial Number History Analysis Report (CASE227F) where CASE227F is the Program Name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the message line of the menu to move your cursor into the QXFER field.

Make your selection for continuing with your Report Processing entries.

2.7.1 Parcel by Serial Number Report (CASE226F)

CASE226F		BUREAU OF LAND MANAGEMENT - INTERIM LIS										
ADM-STATE: ALASKA		PARCEL BY SERIAL NUMBER										
SERIAL NUMBER	CASE STATUS		PARCEL CODE		ACTION DATE		ACTION CODE/DESCRIPTION		SURVEY			
MER	TWP	RNG	SEC	CTTY	ALIQ PART	FREE FORMAT	ACRES	TYP	NUMBER	DIR	FRAC	GEO
AKAA	031285	PENDING			C	05-DEC-1979	001	APPLICATION FILED	2.0000	S	009667	
*** END OF CASE226F ***												

The Parcel by Serial Number Report (CASE226F) produces a 132-column report of parcel occupancy cases. The Parcel by Serial Number Report, above, contains the following data elements: case serial number, case status, parcel code, action date, action code/description, meridian, township, range, section, county/borough, aliquot part, free format, acres, and survey type, number, direction, fraction and suffix.

This report accesses data based on the selection criteria entered on the Parcel by Serial Number Report Form (CASE226F). This section of the documentation identifies all selection criteria fields on this form.

When you select the Parcel by Serial Number option from the Serial Number Reports Menu, the Parcel by Serial Number Report Form (CASE226F) appears as shown in Figure 1, with your cursor in the Window field.

WARNING:

You must enter a window or meridian/township/range and a mask or case type, at least one case status code, one action code, and a date range to generate this report.

CASE226F	BLM Interim LIS Parcel by Serial Number Report - Parameters	07-AUG-92
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Window Code [REDACTED]</div> <div>---or---</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Mer Twp Rng [REDACTED] [REDACTED] [REDACTED] </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Mask Code [REDACTED]</div> <div>---or---</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Case Type [REDACTED]</div> </div> <div style="width: 65%;"> <div style="text-align: center; margin-bottom: 5px;">Case Status</div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px 5px;">1</div> <div style="border: 1px solid black; padding: 2px 5px;">2</div> <div style="border: 1px solid black; padding: 2px 5px;">3</div> <div style="border: 1px solid black; padding: 2px 5px;">4</div> <div style="border: 1px solid black; padding: 2px 5px;">5</div> <div style="border: 1px solid black; padding: 2px 5px;">6</div> <div style="border: 1px solid black; padding: 2px 5px;">7</div> <div style="border: 1px solid black; padding: 2px 5px;">8</div> <div style="border: 1px solid black; padding: 2px 5px;">9</div> <div style="border: 1px solid black; padding: 2px 5px;">10</div> </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 50%;"> <div style="text-align: center; margin-bottom: 5px;">Act Codes</div> <div style="display: flex; flex-wrap: wrap;"> <div style="margin-right: 10px;">1 [REDACTED]</div> <div style="margin-right: 10px;">2 [REDACTED]</div> <div style="margin-right: 10px;">3 [REDACTED]</div> <div style="margin-right: 10px;">4 [REDACTED]</div> <div style="margin-right: 10px;">5 [REDACTED]</div> <div style="margin-right: 10px;">6 [REDACTED]</div> <div style="margin-right: 10px;">7 [REDACTED]</div> <div style="margin-right: 10px;">8 [REDACTED]</div> <div style="margin-right: 10px;">9 [REDACTED]</div> <div style="margin-right: 10px;">10 [REDACTED]</div> </div> </div> <div style="width: 45%;"> <div>---and---</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Date Range [REDACTED] To 07-AUG-1992 </div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> Destination P PR0 Queue Type N </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Parcel by Serial Number Report Form (CASE226F)

Window - This four-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet data accessing needs for particular meridian, township, range areas. Check with your Supervisor or Database Administrator for a list of valid window codes.

Press NEXT FIELD to continue to the Meridian/Township/Range fields without entering a window code. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if applicable. Press NEXT FIELD to continue to the Mask field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian/Township/Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

If you attempt to bypass both the Window and Meridian/Township/Range fields, the following message appears in the message line:

ERROR: Window or Meridian/Township/Range must be entered

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you attempt to bypass the Township field after entering a meridian code, the following message appears in the message line:

WARNING: Township must be entered if Meridian is entered



Type the township. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township, the following message appears in the message line:

ERROR: Invalid Meridian/Township combination

If you attempt to bypass the Range field after entering a meridian and township, the following message appears in the message line:

WARNING: Range must be entered if Meridian and Township are entered



Type the range. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid range, the following message appears in the message line:

ERROR: Invalid Meridian/Township/Range combination

Mask Code - This three-character alphanumeric code identifies a group of case types, established by a System user to meet data accessing needs for particular case types. Check with your Supervisor or Database Administrator for a list of valid mask codes.

Press NEXT FIELD to continue to the Case Type field without entering a mask code.



Type the mask code, if appropriate. Press NEXT FIELD to continue to the Case Status fields.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.

If you attempt to bypass both the Mask Code and Case Type fields, the following message appears in the message line:

WARNING: Mask or Case Type must be entered



Type the case type, if appropriate. Press NEXT FIELD to continue to the Case Status fields.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

DE 2586

Case Status - This mandatory group of two-digit fields specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use these fields to limit your query to cases which maintain a particular status, e.g., authorized (04), pending (02), closed (07), etc....

If you attempt to bypass the Case Status fields, the following message appears in the message line:

Field must be entered



Type the case status code. Press NEXT FIELD to continue to the next Case Status field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

Press NEXT FIELD on a blank Case Status field to continue to the Action Code fields.

**DE 1775/
2960**

Action Code - These mandatory three-digit fields identify codes used to effect change and/or notations within cases. These fields identify actions related to cases that meet your selection criteria. Data Element 1775/2960 contain valid action codes.

WARNING:

You must enter at least one action code, but no more than ten.

If you attempt to bypass the action code fields, the following message appears in the message line:

ERROR: Mandatory field has not been entered



Type the action code. Press NEXT FIELD to continue to the next Action Code field.

If you enter an invalid action code, the following message appears in the message line:

ERROR: Invalid Action Code

When you enter your last or tenth action code, press NEXT FIELD to continue to the Date Range field.

Date Range - This required two-section date field contains two dates to specify a range from which to query the System. The second section always defaults with the current date. Use this format when entering the date(s): DD-MON-YYYY, e.g., 01-JAN-1994.

If you attempt to bypass the Date Range fields without entering a date range, the following message appears in the message line:

Field must be entered



Type the lower range of the date in the first date field. Press NEXT FIELD to continue to the second date field.

If you enter an invalid date or do not use the appropriate format, one of the following messages appears in the message line:

Day must be between 1 and last of month.

Not a valid month name.

Year must be 1000-4712.

Field must be entered completely.

Date format is DD-MON-YYYY.



Type the second date if you want to override the default value of the current date, using the appropriate format and within the specified date values. Press NEXT FIELD to continue to the Destination field.

If you enter the date incorrectly, one of the previously mentioned error messages may appear in the message line.

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter or
(F)ile**



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
01REP	132	BLOG 50 HOTLINE AREA
02ARROW	80	NARROW PRINTER FOR TEST
03PRO	132	BLOG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: #0

Figure 2 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, **%**, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.



Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter **E** to submit report on
Express queue or **N** for Nite queue

or

Enter **N** to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select your queue. Press **COMMIT** to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE226R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE226R.135356.CPL for LKOHR
(#10732) completed
```

If you sent your report to the Nite queue, this message may not appear, as you may not be logged in when the System completes the report.



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

2.7.2 Serial Number History Analysis Report (CASE227F)

CASE227F
ADM-STATE: ALASKA

BUREAU OF LAND MANAGEMENT - INTERIM LIS
SERIAL NUMBER HISTORY ANALYSIS

24-MAY-91
PAGE 1

CASE STATUS CODE = 01/02/03/04/05/06/07

MASK CASETYPE MASK CODE = TFI

WINDOW MATRIX WINDOW CODE = TFI

CASE227F
ADM-STATE: ALASKA

BUREAU OF LAND MANAGEMENT - INTERIM LIS
SERIAL NUMBER HISTORY ANALYSIS

24-MAY-91
PAGE 1

SERIAL NUMBER	CASE TYPE/DESCRIPTION	CASE STATUS	TOTAL CASE LAND ACRES	CUSTOMER NAME
AKA 007313	310000 0 & G LEASING	CLOSED	2560.0000	WYLAND JAMES
AKA 053654	256100 ALASKA NATIVE ALLOTMENT		116.0000	CHARLIE TENAS (DECEASED)
AKA 053876	256100 ALASKA NATIVE ALLOTMENT		120.0000	CHARLIE TENAS (DECEASED)
AKA 057038	310000 0 & G LEASING		640.0000	STROBLE DONALD L
AKA 058805	256100 ALASKA NATIVE ALLOTMENT		160.0000	YOST MARGIE A
AKA 058806	256100 ALASKA NATIVE ALLOTMENT	PENDING	160.0000	EMILY ELEANOR L
AKA 059688	310000 0 & G LEASING		640.0000	HOLT CLIFFORD A
AKA 059686	310000 0 & G LEASING		640.0000	MALCOM FRANCES C
AKA 059689	310000 0 & G LEASING		640.0000	KRUTSON HOWARD J
AKA 067655	256100 ALASKA NATIVE ALLOTMENT		120.0000	BAYLESS BARBARA H
AKAA 000147	256100 ALASKA NATIVE ALLOTMENT	CLOSED	80.0000	LOSCH ROBERTA ANN
AKAA 005568	256100 ALASKA NATIVE ALLOTMENT		150.0000	JOE MARILYN ESKILIDA
AKAA 005708	256100 ALASKA NATIVE ALLOTMENT		40.0000	SCHAEFFER MARY J
AKAA 006072	256100 ALASKA NATIVE ALLOTMENT		155.0000	EKILIDA MARILYN
AKAA 008108	256100 ALASKA NATIVE ALLOTMENT		160.0000	EMILY ELEANOR L
AKAA 008112	256100 ALASKA NATIVE ALLOTMENT	PENDING	15.0000	BROWN GLORIA J
AKAA 074444	256100 ALASKA NATIVE ALLOTMENT		150.0000	JOE WILBUR T
AKAA 074693	310000 ALASKA NATIVE ALLOTMENT		340.0000	HAVRILACK HARRY
AKAA 007313	310000 ALASKA NATIVE ALLOTMENT		160.0000	AKELKOD PHILIP

The Serial Number History Analysis Report (CASE227F) produces a 132-column report of case serial numbers, their status, acres case type and customer information meeting selected criteria. The Serial Number History Analysis Report, above, contains the following data: case serial number, case type/description, case status, total case land acres, and customer name. This report sorts by case serial number.

This report accesses data based on the selection criteria entered on the Serial Number History Analysis Report Form (CASE227F). This section of the documentation identifies all selection criteria fields on this form.



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.

If you attempt to bypass both the Mask Code and Case Type fields, the following message appears in the message line:

ERROR: Mask or Case Type must be entered



Type the case type, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

Window - This optional four-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet data accessing needs for particular meridian, township, range areas. Check with your Supervisor or Database Administrator for a list of valid window codes.

When you access the Window Code field, the following message appears in the message line:

Enter Window Code representing a set of MTRs

Press NEXT FIELD to continue to the Meridian/Township/Range fields without entering a window code. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if applicable. Press NEXT FIELD to continue to the first Case Status field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian/Township/Range - This group of optional fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you attempt to bypass the Township field after entering a meridian code, the following message appears in the message line:

WARNING: Township must be entered if Meridian is entered



Type the township. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township, the following message appears in the message line:

ERROR: Invalid Meridian/Township combination

If you attempt to bypass the Range field after entering a meridian and township, the following message appears in the message line:

WARNING: Range must be entered if Meridian and Township are entered



Type the range. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid range, the following message appears in the message line:

ERROR: Invalid Meridian/Township/Range combination

DE 2586

Case Status - This mandatory two-digit field specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use these fields to limit your query to cases which maintain a particular status, e.g., authorized (04), pending (02), closed (07), etc....

NOTE:

You must enter at least one case status code.

If you attempt to bypass the Case Status fields, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**



Type the case status code. Press NEXT FIELD to continue to the next Case Status field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code



Press NEXT FIELD on a blank Case Status field to continue to the Destination field.

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Be aware of the amount of data being accessed, as large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the **FIELDS** and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

*Type your query parameters in one or more fields, using the wildcard character, **%**, as needed.*

*Press **EXECUTE QUERY** to retrieve data that match your query parameters.*

DICT147F		BLM Interior LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
DIREP	132	BLDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
PR0	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

**Press COMMIT to submit report
or EXIT to exit**

When the System queues your report request, the following message appears in the message line:

**Submitting report on batch queue,
please wait...**

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE227R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE227R.135356.CPL for LKOHR
(#10732) completed
```

When using the Slow queue, this message may not appear, as you may not be logged in when the System completes the report.



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

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2.7.3 Serial Number Index Report (CASE211F - Pages 1 – 2)

CASE211F ADM-STATE: ALASKA		BUREAU OF LAND MANAGEMENT - INTERIM LIS SERIAL NUMBER INDEX	
CASE-CASETYPE CODE		231131	
CASE211F ADM-STATE: ALASKA		BUREAU OF LAND MANAGEMENT - INTERIM LIS SERIAL NUMBER INDEX	
SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER
AKA 001235	AKAA 006645	AKAA 006646	AKAA 006647
AKAA 006651	AKAA 006652	AKAA 006653	AKAA 006654
AKAA 006658	AKAA 006659	AKAA 006660	AKAA 006661
AKAA 006665	AKAA 006666	AKAA 006667	AKAA 006668
AKAA 006673	AKAA 006674	AKAA 006675	AKAA 006676
AKAA 006680	AKAA 006681	AKAA 006682	AKAA 006683
AKAA 006687	AKAA 006688	AKAA 006689	AKAA 006690
		AKAA 006691	AKAA 006692
		AKAA 006693	AKAA 006694

The Serial Number Index Report (CASE211F) produces a 132-column list of case serial numbers in the System which meet the selection criteria you enter. The report sorts by ascending case serial number.

This report accesses data based on the selection criteria entered on the Serial Number Index Report Form (CASE211F). This section of the documentation identifies all selection criteria fields on this form.

When you select the Serial Number Index Report option from the Serial Number Reports Menu, the Serial Number Index Report Form (CASE211F) appears as shown in Figure 1 with your cursor in the Mask Code field.

Mask Code - This three-character alphanumeric code identifies a group of case types established by a System user to meet his/her needs in accessing data for particular case types. Check with your Supervisor or Database Administrator for a list of valid mask codes.



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

CASE211F	BLM Interim LIS	07-AUG-92																
Serial Number Index - Selection Criteria																		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>opt--> [Mask Code ■]</p> <p>opt--> [Window Code ■]</p> </div> <div style="width: 40%; text-align: center;"> <p>--or--</p> </div> <div style="width: 30%;"> <p style="text-align: center;">Case Type</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> </tr> </table> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> MerTownRangeSec </div> <table style="margin-top: 20px;"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </table> </div> </div> <div style="margin-top: 20px;"> <p>Case Status -> ■ Land Status ■ Surv Type ■</p> </div>			1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6
1	2	3	4	5														
6	7	8	9	10														
1	2	3	4	5	6													
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>																		
Char Mode: Replace Page 1 Count: *0																		

Figure 1 Serial Number Index Form (CASE211F - Page 1)

DE 2961 Case Type - This optional six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid case type, the following message appears in the message line:

ERROR: Invalid Case Type code

If you attempt to bypass both the Mask and Case Type fields, the following message appears in the message line:

Either Mask or Case Type must be entered

Window Code - This four-character alphanumeric code, established by a System user to meet his/her needs in accessing data, identifies a group of meridian, township, range and section values. Check with your Supervisor or Database Administrator for a list of valid window codes.

Press NEXT FIELD to continue to the Mer-Twp-Rng fields. If you enter a window code, the cursor skips the Mer-Twp-Rng fields.



Type the window code. Press NEXT FIELD to continue to the first Case Status field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian/Township/Range/Section - This group of fields contains the meridian, township, range and section values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

Once you enter a meridian value, you must either clear the field or continue with the township, range and section values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian



Type the township code. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township code, the following message appears in the message line:

ERROR: Invalid Meridian/Township combination



Type the range code. Press NEXT FIELD to continue to the Section field.

If you enter an invalid range code, the following message appears in the message line:

ERROR: Invalid Meridian/Township/Range combination



Type the section code. Press NEXT FIELD to continue to the Customer ID fields.

If you enter an invalid section code, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range/
Section combination**

Case Status - These optional two-digit fields contain codes used to identify the status of a case as set by the actions taken on a case, e.g., (02) Pending, (04) Authorized, (07) Closed.



Type the case status code. Press NEXT FIELD to continue to the next Case Status field or the Land Status field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Status Code

Press NEXT FIELD in a blank or the last Case Status field to continue to the Land Status field.

Land Status - This two-digit field contains the code associated with a land record through an action.



Type the land status code. Press NEXT FIELD to continue to the Surv Type field.

If you enter an invalid land status code, the following message appears in the message line:

ERROR: Invalid Land Status Code

DE 3131

Survey Type - This optional single-character field specifies a type of survey used in describing lands within the System.



Press NEXT FIELD to continue to the Destination field without entering a survey type or survey number.

Type the survey type, if appropriate. Press NEXT FIELD to continue to the Survey Number field.

If you enter an invalid survey type, the following message appears in the message line:

ERROR: Invalid Survey Type

Abstract (Y/N) - This single-character field allows you to print an abstract for all cases retrieved in this report.

When you access this field, the following message appears in the message line:

**Print abstract report for each
case retrieved?**



Accept the default **N** to not print any abstracts. Press **NEXT FIELD** to continue to the Destination field. Type **Y** to print an abstract for each case retrieved in the report. Press **NEXT FIELD** to continue to the Destination field.

Press **NEXT FIELD** to continue to the Destination field without entering a survey number.

NOTE:

If your survey type requires a survey number, you must enter a survey number.



Type the survey number, if applicable. Press **NEXT FIELD** to continue to the Destination field.

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 4, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PR0	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 3 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

Press **COMMIT** to submit report
or **EXIT** to exit

When the System queues your report request, the following message appears in the message line:

`Submitting report on batch queue,
please wait...`

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

`JOBID #10732 is in the EXPRS queue`

`or`

`JOBID #10731 is in the NITE2 queue`

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
`CASE211R.095608.RPT`, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

`***BATCH_SERVICE (user 218 on ZEUS)
at 13:55`

`Job CASE211R.135356.CPL for LKOHR
(#10732) completed`

If you sent your report to the Nite queue, this message may not appear, as you may not be logged in when the System completes the report.



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

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2.7.4 Serial Number List by District/RA/ Case Type Report (CASE228F)

CASE228R			BUREAU OF LAND MANAGEMENT - INTERIM LIS		
ADM-STATE: ALASKA			SERIAL NUMBER LIST BY DIST/RA/CASE TYPE		
DISTRICT: KOBUK DISTRICT OFFICE					
CASE TYPE: 231130 WDL-AK RR TOWNSITE					
SERIAL NUMBER	CASE STATUS	LAST ACTION			
		CODE	DATE	DESCRIPTION	
AKA 032107	CLOSED	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 065851	CLOSED	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 074054	CLOSED	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 041845	INACTIVE	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 056429	INACTIVE	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 065852	INACTIVE	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 066501	INACTIVE	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 073329	INACTIVE	A22	31-OCT-91	ACT CONVERTED (JC)	
AKAA 073330	INACTIVE	A22	31-OCT-91	ACT CONVERTED (JC)	
*** END of CASE228R ***					

The Serial Number List by District/RA/Case Type Report (CASE228F) produces an 80-column report of the last case action and case status of cases meeting your selection criteria. The Serial Number List by District/RA/Case Type Report, above, contains the following data: case serial number, case status, last action code, date and description.

This report accesses data based on the selection criteria entered on the Serial Number List by District/RA/Case Type Report Form (CASE228F). This section of the documentation identifies all selection criteria fields on this form.

When you select the Serial Number List by District/RA/Case Type option from the Serial Number Reports Menu, the Serial Number List by District/RA/Case Type Report Form (CASE228F) appears as shown in Figure 1, with your cursor in the Mask field.

WARNING:

You must enter a a mask or case type to generate this report.

CASE228F	BLM Interim LIS	07-AUG-92
Serial Number List by Dist/RA/Case Type - Selection Criteria		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Mask Code</div> <div style="border: 1px solid black; width: 40px; height: 20px; background-color: black; margin: 0 auto;"></div> </div> <div style="text-align: center;">-- or --</div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Case Type</div> <div style="border: 1px solid black; width: 60px; height: 20px; background-color: black; margin: 0 auto;"></div> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">District</div> <div style="border: 1px solid black; width: 40px; height: 20px; background-color: black; margin: 0 auto;"></div> </div> <div style="text-align: center;">opt--></div> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Resource Area</div> <div style="border: 1px solid black; width: 40px; height: 20px; background-color: black; margin: 0 auto;"></div> </div> </div> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Case Status</div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">1 []</div> <div style="text-align: center;">2 []</div> <div style="text-align: center;">3 []</div> <div style="text-align: center;">4 []</div> <div style="text-align: center;">5 []</div> <div style="text-align: center;">6 []</div> <div style="text-align: center;">7 []</div> <div style="text-align: center;">8 []</div> <div style="text-align: center;">9 []</div> <div style="text-align: center;">10 []</div> </div> </div>		

Figure 1 Serial Number List by District/RA/Case Type Report Form (CASE228F)

Mask Code - This mandatory three-character alphanumeric code identifies a group of case types, established by a System user to meet data accessing needs for particular case types. Check with your Supervisor or Database Administrator for a list of valid mask codes.



Press NEXT FIELD to continue to the Case Type field without entering a mask code.

Type the mask code, if appropriate. Press NEXT FIELD to continue to the District field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This mandatory six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.

If you attempt to bypass both the Mask Code and Case Type fields, the following message appears in the message line:

WARNING: Mask or Case Type must be entered



Type the case type, if appropriate. Press NEXT FIELD to continue to the District field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

DE 0419

District - This optional two-digit numeric code represents the BLM District Office responsible for managing the lands defined within a case or cases. Data Element 0419 contains valid codes for the District Office field.

If you do not want to limit your report to a particular district, press NEXT FIELD to skip the District and Resource Area field and continue to the first Case Status field.



Type the district code, if appropriate. Press NEXT FIELD to continue to the Resource Area field.

If you enter an invalid district code, the following message appears in the message line:

ERROR: Invalid BLM District

DE 0417

Resource Area - This optional two-digit numeric field contains the numeric code representing the BLM Resource Area in which a case or cases occur. Data Element 0419 contains valid Resource Area codes.

NOTE:

If you want to include resource area, you must enter a district code. If you did not enter a district code, the cursor skips the Resource Area field and continues to the Case Status fields.



Press NEXT FIELD to skip the Resource Area field and continue to the Case Status fields.

Type the resource area code, if applicable. Press NEXT FIELD to continue to the Case Status fields.

If you enter an invalid resource area code, the following message appears in the message line:

ERROR: Invalid Resource Area

If you return to the Resource Area field and attempt to enter a resource area code without entering a district code, the following message appears in the message line:

**WARNING: District must be entered if
Resource Area is entered**

**Press any function key to acknowledge
message**

Case Status - This optional group of two-digit fields specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use these fields to limit your query to cases which maintain a particular status, e.g., authorized (04), pending (02), closed (07), etc....



Type the case status code. Press NEXT FIELD to continue to the next Case Status field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

Press NEXT FIELD on a blank Case Status field to continue to the Destination field.

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

*Type your query parameters in one or more fields, using the wildcard character, **%**, as needed.*

*Press **EXECUTE QUERY** to retrieve data that match your query parameters.*

DICT147F		BLM Interim LIS Printer ID	21-MAY-92
Printer ID	Width	Description	
DIREP	132	BLDG 50 HOTLINE AREA	
NARROW	80	NARROW PRINTER FOR TEST	
FR0	132	BLDG 53 HIGH SPEED PRINTER	
<Show Keys=KP1> <Exit=Esc X>			
Char Mode: Replace Page 1		Count: *3	

Figure 2 Printer ID LOV Screen (DICT147F)

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE228R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE228R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

2.7.5 Serial Number List by Case Type Report (CASE200F)

CASE200F ADM-STATE: ALASKA		BUREAU OF LAND MANAGEMENT - INTERIM LIS SERIAL NUMBER LIST BY CASE TYPE	
CASELAND_BLM_DIST_CODE	-	04	
CASE_CASETYPE_CODE	-	231131	
CASE_STATUS_CODE	-	02	
CASE200F ADM-STATE: ALASKA		BUREAU OF LAND MANAGEMENT - INTERIM LIS SERIAL NUMBER LIST BY CASE TYPE	
DISTRICT: ANCHORAGE DISTRICT OFFICE		CASE TYPE - 231131 WDL-ALASKA VILLAGE	
CASE STATUS: PENDING			
SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER	SERIAL NUMBER
AKAA 006645	AKAA 006646	AKAA 006647	AKAA 006648
AKAA 006653	AKAA 006654	AKAA 006655	AKAA 006656
AKAA 006661	AKAA 006662	AKAA 006663	AKAA 006664
AKAA 006672	AKAA 006673	AKAA 006674	AKAA 006675
AKAA 006679	AKAA 006680	AKAA 006681	AKAA 006682
AKAA 006687	AKAA 006688	AKAA 006689	AKAA 006690
AKAA 006694	AKAA 006695	AKAA 006696	AKAA 006697
AKAA 006703	AKAA 006705	AKAA 006706	AKAA 006707
AKAA 006711	AKAA 006716	AKAA 006717	AKAA 006747
AKAA 006981	AKAA 006982	AKAA 006983	AKAA 006984
AKAA 008447	AKAA 008448	AKAA 008459	AKAA 008460
AKAA 008445	AKAA 008489	AKAA 008490	AKAA 008492
AKAA 006649	AKAA 006650	AKAA 006651	AKAA 006652
AKAA 006657	AKAA 006659	AKAA 006665	AKAA 006669
AKAA 006676	AKAA 006677	AKAA 006684	AKAA 006685
AKAA 006691	AKAA 006692	AKAA 006698	AKAA 006699
AKAA 006708	AKAA 006709	AKAA 006778	AKAA 006779
AKAA 006986	AKAA 006987	AKAA 008461	AKAA 008469
AKAA 009014	AKAA 014823	AKAA 014824	

The Serial Number List by Case Type Report (CASE200F) produces a 132-column list of case serial numbers for a specified case type. The Serial Number List by Case Type Report, above, contains the following data: case type, district, case status, case serial number, case status total, district total, case type total. The report sorts by case type, district, case status, and case serial number.

This report accesses data based on the selection criteria entered on the Serial Number List by Case Type Report Form (CASE200F). This section of the documentation identifies all selection criteria fields on this form.

When you select the Serial Number List by Case Type option from the Serial Number Reports Menu, the Serial Number List by Case Type Report Form (CASE200F) appears as shown in Figure 1, with your cursor in the Case Type field.

CASE200F	BLM Interim LIS	07-AUG-92
Serial Number List by Case Type - Selection Criteria		
<div style="text-align: center; margin-bottom: 20px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Type</div> <div style="background-color: black; width: 50px; height: 15px; margin: 0 auto;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> opt--> <div style="border: 1px solid black; padding: 5px; display: inline-block;">District</div> <div style="background-color: black; width: 20px; height: 15px; margin: 0 auto;"></div> </div> <div style="text-align: center;"> opt--> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Status</div> <div style="background-color: black; width: 20px; height: 15px; margin: 0 auto;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Destination P PR0 Queue Type N </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Char Mode: Replace Page 1		Count: *0

Figure 1 Serial Number List by Case Type Report Form (CASE200F)

WARNING:

You must enter a case type to generate this report.

DE 2961

Case Type - This mandatory six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.

If you attempt to bypass the Case Type field without entering a code, the following message appears in the message line:

Field must be entered



Type the case type. Press NEXT FIELD to continue to the District field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

DE 0419 **District** - This optional two-digit numeric code represents the BLM District Office responsible for managing the lands defined within a case or cases. Data Element 0419 contains valid codes for the District Office field.

If you do not want to limit your report to a particular district, press NEXT FIELD to skip the field and continue to the Case Status field.



Type the district code, if appropriate. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid district code, the following message appears in the message line:

ERROR: Invalid BLM District

DE 2586 **Case Status** - This optional two-digit field specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use these fields to limit your query to cases which maintain a particular status, e.g., authorized (04), pending (02), closed (07), etc....



Type the case status code. Press NEXT FIELD to continue to the Destination field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter,
(F)ile or (S)creen



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

Type **S** to print the report to the screen.

If you enter a value other than **P**, **F**, or **S** in the Destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

ERROR: Mandatory field has not been entered

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

DICT147F		BLM Interim LIS Printer ID	29-MAY-91
Printer ID	Width	Description	
DIFEP	132	BLDG 50 HOTLINE AREA	
NARROW	30	NARROW PRINTER FOR TEST	
PA0	132	BLDG 53 HIGH SPEED PRINTER	
<Select Current Value=Tab> <Exit=Esc X>			
Char Mode: Replace		Page 1	Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

```
Press COMMIT to submit report
or EXIT to exit
```

When the System queues your report request, the following message appears in the message line:

```
Submitting report on batch queue,
please wait...
```

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

```
JOBID #10732 is in the EXPRS queue
```

or

```
JOBID #10731 is in the NITE2 queue
```

EXPRS and **NITE2** identify the queues in which the report is located for processing. The **JOBID** provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g., **CASE200R.095608.RPT**, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE200R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

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2.7.6 Serial Numbers by Case Type/Doc Report Form (CASE201F)

CASE201F		BUREAU OF LAND MANAGEMENT - INTERIM LIS	
ADM-STATE: ALASKA		SERIAL NUMBERS BY CASE TYPE/DOC	
ACTION_CODE	- 001		
CASE_CASETYPE_CODE	- 256100		
CASELAND_MER_CODE	- 13		
CASELAND_TWN_NUM	- 0010N		
CASELAND_RNG_NUM	- 0010W		

CASE201F		BUREAU OF LAND MANAGEMENT - INTERIM LIS	
ADM-STATE: ALASKA		SERIAL NUMBERS BY CASE TYPE/DOC	
CASE TYPE: 256100 ALASKA NATIVE ALLOTMENT			
SERIAL NUMBER	FILING DATE	CODE	DATE
AKAA 074863	01-MAY-1977	879	07-MAR-1984
		879	18-AUG-1982
		112	19-MAY-1982
CUSTOMER NAME: KOWRING JAMES		STAR ROUTE A BOX 3569	
AND ADDRESS :		ANCHORAGE AK 99502	
DOCUMENT TYPE & NUMBER: DA 070384		PARCEL CODE - A	
DOCUMENT TYPE & NUMBER: DA 080882		PARCEL CODE - B	
DOCUMENT TYPE & NUMBER:		PARCEL CODE - C	

CASE201F		BUREAU OF LAND MANAGEMENT - INTERIM LIS	
ADM-STATE: ALASKA		SERIAL NUMBERS BY CASE TYPE/DOC	
SYSTEM			
CASE TYPE/DESCRIPTION	CASE STATUS	DOCUMENT TYPE	NO. CASES
256100 ALASKA NATIVE ALLOTMENT	PENDING		1
			1
			1

The Case Totals by Case Type/Doc Report (CASE201F) produces a 132-column summary report of the number of cases and acres for each document type with the case type(s) and geographic area specified. The Case Totals by Case Type/Doc Report contains the following data: case type (with description), case status, serial number, filing data, action code, date and description, customer name and address, document type and number, number of cases, number of acres. The report sorts by ascending case type, case status and document type.

When you select the Case Totals by Case Type/Doc Type Report option from the Case Type Reports Menu, the Case Totals by Case Type/Doc Type Report Form (CASE201F) appears as shown in Figure 1, with your cursor in the Mask Code field.

CASE201F	BLM Interim LIS	07-AUG-92
Serial Numbers by Case Type / Doc - Selection Criteria		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Mask Code </div>	-- or --	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Case Type </div>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Window Code </div>	-- or --	<div style="display: inline-block; border: 1px solid black; padding: 5px;">Mer </div> <div style="display: inline-block; border: 1px solid black; padding: 5px; margin-left: 10px;">Twp </div> <div style="display: inline-block; border: 1px solid black; padding: 5px; margin-left: 10px;">Rng </div>
Act Code(s)	<div style="display: flex; justify-content: space-around;"> <div>1 </div> <div>2 </div> <div>3 </div> <div>4 </div> <div>5 </div> <div>6 </div> <div>7 </div> <div>8 </div> <div>9 </div> <div>10 </div> </div>	
Destination F PR0		Queue Type N
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Char Mode: Replace Page 1		Count: *0

Figure 1 Case Totals by Case Type/Doc Type Report Form - (CASE201F)

WARNING:

You must enter either a mask code or a case type code.

Mask Code - This three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid mask codes.



Type the mask codes. Press NEXT FIELD to continue to the Window Code field.

Press NEXT FIELD without entering a value in the Mask Code field to continue to the Case Type field.

If you enter an invalid mask codes, the following message appears in the message line and the cursor remains in the Mask Code field:

ERROR: Invalid Mask Code

DE 2961

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type, if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid case type code, the following message appears in the message line, and the cursor remains in the Case Type field:

ERROR: Invalid Case Type code

If you attempt to continue to the Window Code field without entering either a case type or mask code, the following error appears in the message line:

ERROR: Mask or Case Type must be entered

Window Code - This six-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet his/her needs in accessing data. Check with your Supervisor or Database Administrator for a list of valid window codes.



Type the window codes, if applicable. Press NEXT FIELD to continue to the first Action Code field.

Press NEXT FIELD without entering a window code to continue to the Meridian field.

NOTE:

You must enter either a window codes or meridian/township/range. If you enter a Meridian value in the Meridian field, you must enter township and range values.

If you enter an invalid window codes, the following message appears in the message line, and the cursor remains in the Window Code field:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

NOTE:

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

Type the township code. Press NEXT FIELD to continue to the Range field.



Type the range code. Press NEXT FIELD to continue to the Action Code fields.

If you enter an invalid range code, the following message appears in the message line and your cursor remains in the Range field:

ERROR: Invalid Meridian/Township/Range combination

NOTE:

You must enter at least one action code, but no more than ten.

**DE 1775/
2960**

Action Codes - This mandatory three-digit field identifies codes used to effect change and/or notations within System cases. Data Element 1775/2960 contains valid action codes.



Type the Action Code. Press NEXT FIELD to continue to the next action code field.

If you enter an invalid action code, the following message appears in the message line and your cursor remains in the field:

ERROR: Invalid Action Code

If you attempt to bypass these fields, the following message appears in the message line and your cursor remains in the field:

ERROR: Action Code must be entered

When you enter your last or tenth action code, press **NEXT FIELD** to continue to the Destination field.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer or **F** for File; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
DIREP	132	ELDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PRO	132	ELDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

Use the *NEXT/PREVIOUS RECORD* keys and the *NEXT/PREVIOUS SET* keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the *ENTER / EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the fields and place your cursor in the first record of the Printer ID field. Use the *NEXT FIELD* key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to retrieve the selected code.

Press *EXIT* to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE201R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE201R.135356.CPL for LKOH
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

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2.7.7 Serial Numbers by Date Created Report (CASE202F)

CASE202F		BUREAU OF LAND MANAGEMENT - INTERIM LIS			
ADM-STATE: AK		SERIAL NUMBERS BY DATE CREATED			
Action code: 001 and B51 only					
BEGINNING: 01-JAN-1992		ENDING: 04-AUG-1992		Employee ID: LKOHK	
SERIAL NUMBER	1ST ACTION DATE	CASE TYPE AND DESCRIPTION	DATE CASE ADDED		
AKFF 084642	23-JAN-1992	384201 MC- PLACER CLAIM	27-JAN-1992		
AKFF 084643	23-JAN-1992	384201 MC- PLACER CLAIM	27-JAN-1992		
AKFF 084644	23-JAN-1992	384201 MC- PLACER CLAIM	27-JAN-1992		
AKFF 084645	23-JAN-1992	384201 MC- PLACER CLAIM	27-JAN-1992		
AKFF 084683	23-JAN-1992	311111 O&G L&E NONCOMP PUB	27-JAN-1992		
AKFF 084682	23-JAN-1992	311111 O&G L&E NONCOMP PUB	27-JAN-1992		
AKFF 084654	23-JAN-1992	311111 O&G L&E NONCOMP PUB	27-JAN-1992		

The Serial Number List by Date Created Report (CASE202F) produces an 80-column list of cases created by a specified employee during the specified date range. The Serial Number List by Date Created Report, above, contains the following data: action code, beginning and ending dates, employee ID, serial number, first action date, case type and description, and date case added.

This report accesses data based on the selection criteria entered on the Serial Number List by Date Created Report Form (CASE202F). This section of the documentation identifies all selection criteria fields on this form.

When you select the Serial Number List by Date Created option from the Serial Number Reports Menu, the Serial Number List by Date Created Report Form (CASE202F) appears as shown in Figure 1, with your cursor in the Employee field.

WARNING:

You must enter an employee ID and a date range to generate this report.

CASE202F	BLM Interim LIS	07-AUG-92
Cases Created for A Specific Date Range Report - Selection Criteria		
Employee Id [REDACTED]		
[Date Range [REDACTED] To 07-AUG-1992]		
Note: Entering a large date range will slow down response time for this report.		
Destination P PR0		Queue Type N
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
Enter valid EMPLOYEE ID. Press enter to continue.		
Char Mode: Replace Page 1		Count: *0

Figure 1 Serial Numbers by Date Created Report Form (CASE202F)

If you enter an invalid district code, the following message appears in the message line:

ERROR: Invalid BLM District

If you attempt to bypass the District field, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**

NOTE:

This report prints only the first month of dates.

Date Range - This mandatory two-section date field contains two dates to specify a range from which to query the System. The second section always defaults with today's date. Use this format when entering the date(s): **DD-MON-YYYY**, e.g., **01-JAN-1994**.



Type the lower range of the date in the first date field. Press **NEXT FIELD** to continue to the second date field.

If you enter an invalid date, or do not use the appropriate format, one of the following messages appears in the message line:

Day must be between 1 and last of month.

Not a valid month name.

Year must be 1000-4712.

Field must be entered completely.

Date format is DD-MON-YYYY.



Type the second date if you want to override the default value of today's date, using the appropriate format and within the specified date values. Press **NEXT FIELD** to continue to the Destination field.

If you enter the date incorrectly, one of the previously mentioned error messages may appear in the message line.

If you attempt to bypass the Date Range field, the following message appears in the message line:

Field must be entered

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

ERROR: Mandatory field has not been entered

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	80	NARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

Use the *NEXT / PREVIOUS RECORD* keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the *ENTER / EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the fields and place your cursor in the first record of the Printer ID field. Use the *NEXT FIELD* key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

Locate the desired value using the *NEXT / PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to accept the current value and carry it back to the Destination field on the report form.

Press *EXIT* to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE202R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE202R.135356.CPL for LKOHR
(#10732) completed
```



Press **REDISPLAY PAGE** to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing **REDISPLAY PAGE** interrupts your processes.

You may now enter criteria for another report or press **EXIT** to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

CASE209R		BUREAU OF LAND MANAGEMENT - INTERIM LIS							
ADM-STATE: ALASKA		SERIAL NUMBERS BY LD/CUSTOMER							
CASE STATUS CODE	02								

CASE209R		BUREAU OF LAND MANAGEMENT -							
ADM-STATE: ALASKA		INTERIM LIS							
		SERIAL NUMBERS BY LD/CUSTOMER							
SERIAL NUMBER	CASE NAME	CASE STATUS	CLAIM NAME	GLD NAME					

AKAA 006654	WIL-ALASKA VILLAGE	PENDING		06-NOV-1990 A22					
DISTRICT	MR	TWP	RNG	SEC	ALIQU PT	CODE	ID	MO.	CUSTOMER NAME

ANCHORAGE	20	04300	0570W	999			990001003	091	CHIGNIK LAGOON NATIVE CORPORATION
ANCHORAGE	20	04300	0590W	999			990012632	001	PL 92-203 (ANCBA) DATE: 12/10/1971
ANCHORAGE	20	04300	0590W	999					
ANCHORAGE	20	04200	0600W	999					
ANCHORAGE	20	04400	0870W	999					
ANCHORAGE	20	04400	0500W	999					
ANCHORAGE	20	04400	0530W	999					
ANCHORAGE	20	04400	0600W	999					
ANCHORAGE	20	04500	0600W	999					
ANCHORAGE	20	04500	0610W	999					
ANCHORAGE	20	04500	0570W	999					
ANCHORAGE	20	04500	0500W	999					
ANCHORAGE	20	04500	0530W	999					
ANCHORAGE	20	04500	0600W	016	N202				
ANCHORAGE	20	04500	0600W	999					
ANCHORAGE	20	04500	0610W	999					

This report accesses data based on the selection criteria entered on the Serial Numbers by LD/Customer Report Form (CASE208F). This section of the documentation identifies all selection criteria fields on this form.

CASE208F		BLM Interim LIS				07-AUG-92	
Serial Number by LD/Customer - Selection Criteria							
One of these ---> Mandatory	District		--or--		Window Code		Case Status
	[]		[]		[]		
	--or--		Mer Twn		Rng Sec		
	[]		[]		[]		
Mask Code		--or--		Case Type			
[]		[]		[]			
				1 2 3 4 5			
				6 7 8 9 10			
				[] [] [] [] []			
				[] [] [] [] []			
Cust ID		1 2 3 4 5		6 7 8 9 10			
		[] [] [] [] []		[] [] [] [] []			
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>							
Char Mode: Replace Page 1				Count: *0			

Figure 1 Serial Number by LD/Customer Form (CASE208F)

When you select the Serial Numbers by LD/Customer option from the Serial Number Reports Menu, the Serial Numbers by LD/Customer Report Form (CASE208F) appears as shown in Figure 1, with your cursor in the District field.

DE 0419

District - This two-digit numeric code represents the BLM district office responsible for managing the lands defined within a case or cases. Data Element 0419 contains valid codes for the District Office field.



Type the district code. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid district code, the following message appears in the message line:

ERROR: Invalid BLM District



Press NEXT FIELD without entering a district to continue to the Window Code field.

NOTE:

You must enter one of the following: district, window, or MTRS.

Window Code - This six-character alphanumeric code, established by a System user to meet his/her needs in accessing data, identifies a group of meridian, township, range and section values. Check with your Supervisor or Database Administrator for a list of valid Window Codes.



Type the window code, if applicable. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code



Press NEXT FIELD without entering a window code to continue to the MTRS field.

Mer/Twp/Rng/Sec - This group of fields contains the meridian, township, range, and section values used to identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

NOTE:

Once you enter the meridian you must either continue entering the township and range or clear the fields to return to the Window or District fields.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

If you enter an meridian, the following message appears in the message line:

ERROR: Invalid Meridian



Type the township. Press NEXT FIELD to continue to the Range field.

If you enter an meridian, the following message appears in the message line:

ERROR: Invalid Township



Type the ranges. Press NEXT FIELD to continue to the Section field.

If you enter an meridian, the following message appears in the message line:

ERROR: Invalid Meridian/Township/Range combination

NOTE:

The Section field is not required with the MTR description.



DE 2586

Type the section, if appropriate. Press NEXT FIELD to continue to the Case Status fields.

Case Status - This optional two-digit field specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use this field to limit your query to cases which maintain a particular status, e.g., authorized (04), pending (02), closed (07), etc....



Type the case status code, if appropriate. Press NEXT FIELD to continue to the Mask Code field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status Code

Mask Code - These three-digit field contains a code established by a user to represent a group of case types. Check with your supervisor or data administrator for a list of valid codes.



Type the mask code, if applicable. Press NEXT FIELD to continue to the Customer ID fields.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

CASE208F	BLM Interim LIS	10-AUG-92
Serial Number by LD/Customer - Selection Criteria		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Qualifying Action Codes</p> <p style="text-align: center;">Date Range</p> <p style="text-align: center;">[] -to- []</p> <p style="text-align: center;">Action Codes</p> <p style="text-align: center;">[] [] [] [] [] [] [] [] [] []</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Disqualifying Action Codes</p> <p style="text-align: center;">Date Range</p> <p style="text-align: center;">[] -to- []</p> <p style="text-align: center;">Action Codes</p> <p style="text-align: center;">[] [] [] [] [] [] [] [] [] []</p> <p style="text-align: center;">Action Code/Second Date Type</p> <p style="text-align: center;">[]/[] []/[] []/[] []/[] []/[] []/[] []/[] []/[] []/[] []/[]</p> </div>		
Sort Option <input type="checkbox"/> Abstract <Y/N> <input type="checkbox"/> Destination <input type="checkbox"/> PR0 Queue Type <input type="checkbox"/>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 2 Count: *0 </div>		

Figure 2 Serial Number by LD/Customer Form (CASE208F - Page 2)



DE 2961

Press NEXT FIELD without entering a mask code to continue to the Case Type fields.

Case Type - These six-digit fields allow you to specify from one to ten case types as reporting criteria. Date element 2961 contains valid codes.



Type the case type(s), if applicable. Press NEXT FIELD to continue to the Customer ID fields.

If you enter an invalid case type, the following message appears in the message line:

ERROR: Invalid Case Type

Cust ID (Customer ID) - These optional nine-digit numeric fields contain unique customer IDs representing specific BLM customers. Each customer within the BLM's automated system receives one unique customer ID located in the customer database.

NOTE:

These fields are optional. However, be forewarned that if you do not specify a particular customer ID, you will access and generate a report of all customers within the System.



Type the customer ID, if appropriate. Press NEXT FIELD to continue to the next Customer ID field.

If you enter an invalid customer ID, the following message appears in the message line and your cursor remains in the field:

ERROR: Invalid Customer ID

When you type your last or tenth customer ID, press NEXT FIELD to continue to the Qualifying Action Codes.

Qualifying Action Codes - The first section of fields on the second page includes space to enter qualifying action codes. A qualifying action code is one that exists in a case, i.e., retrieve cases that contain the given date range.

Date Range - This eleven-character field contains the range of dates during which the specified actions must have been entered with the System for this report to retrieve the case abstracts which contains these actions. Use the standard System date format, DD-MON-YYYY. Enter the earlier date before the more recent date, e.g., 01-JAN-1992 before 29-MAR-1992.



Type the dates for the range as indicated (both dates). Press NEXT FIELD to continue to the Action Code fields.

If you enter an invalid or improperly formatted date, the following message appears in the message line:

ERROR: Date format must be DD-MON-YYYY

If you do not enter the second date in the range, the following message appears in the message line:

ERROR: Both dates must be entered

If the second date is earlier than the first date in the range, the following message appears in the message line:

ERROR: 2nd date in the range must be larger than 1st date

Action Codes - These ten, three-digit fields identify those actions which must be present, within the specified date range, for the report to retrieve the cases.



Type the action code(s). Press NEXT FIELD to continue to the next Action Code field or the Disqualifying Action Codes field.

Continue entering action codes in the fields as needed. You may enter up to ten qualifying action codes.

Disqualifying Action Codes - The disqualifying action codes section includes fields in which to enter disqualifying action codes and the date range of their occurrence. A disqualifying action code is one that does not exist in a case, i.e., retrieve cases that do not contain a specified action code within the given date range.

Date Range - This eleven-character field contains the range of dates in which the System searches to verify that the specified actions do not exist. Use the standard System date format, DD-MON-YYYY. Enter the earlier date before the more recent date, e.g., 01-JAN-1992 before 29-MAR-1992.



Type the dates for the disqualifying ranges as indicated. Press NEXT FIELD to continue to the Action Code fields.

If you enter an invalid or improperly formatted date, the following message appears in the message line:

ERROR: Date format must be DD-MON-YYYY

If you do not enter the second date in the range, the following message appears in the message line:

ERROR: Both dates must be entered

If the second date is earlier than the first date in the range, the following message appears in the message line:

**ERROR: 2nd date in the range must
be larger than 1st date**

Action Codes (Disqualifying) - These ten, three-digit fields identify those actions which must not be present in any given case during the specified date range, for the report to retrieve the cases.



Type the disqualifying action codes. Press NEXT FIELD to continue to the next Action Code field or the Action Code/Second Date Type fields.

Continue entering action codes in the fields as needed. You may enter up to ten qualifying action codes.

Action Code/Second Date Type - These two fields contain an action code with a second date type. These fields allow you to disqualify an action record when it also contains a second date.



Type the disqualifying action code. Press NEXT FIELD to continue to the second date type. Type the second date type. Press NEXT FIELD to continue to the next Action Code/Second Date field or the Sort Option field.

If you enter an action code without entering a second date type, the following message appears when you attempt to bypass the Second Date field:

**ERROR: Disqualifying action code and
2nd date type must both be entered**

Sort Option - This single character field allows you to sort one of two ways, (S)erial number (C)ase type.



Type S to sort by serial number or type C to sort by case type.

Press NEXT FIELD to continue to the Abstract field.

Abstract - This field gives you the option of printing a full case abstract for each case retrieved for this report.

When you access this field, the following message appears in the message line:

**Print abstract report for each case
returned?**



Type **N** to not print any abstracts. Type **Y** to print abstracts for each retrieved case.

Press **NEXT FIELD** to continue to the Destination field.



WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the Destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you do not enter a printer ID, the following message appears in the message line:

ERROR: Mandatory field has not
been entered

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 3, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
11REP	132	ELOG 50 HOTLINE AREA
11ARROW	80	ARROW PRINTER FOR TEST
11PRO	132	ELOG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 3 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE208R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE208R.135356.CPL for LKOHHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout, job cancellation or file deletion.

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2.8 Mask Titles Report (CASE305F)

CASE305R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		
ADM-STATE: ALASKA		MASK TITLES REPORT		
MASK NUMBER	MASK TITLE	MASK OWNER	NO. CASETYPE CODES	NUMBER CASES
092 274002	R AND PP RECONVEYED		1	0
335	ACQUIRED EASEMENTS/PWORKS LSE-PER-EASEMENTS		2	0
418	ADO'S COMPLETE ANNUAL AUDIT PRINTOUT		69	78559
064	AK NATIVE AND INDIAN ALLOT, HEADQUARTERS, HOME & TRADE & MFG SITES &		6	2056
173	AK NATIVE ALLOT & AMCSA: CONVEYABLE TO VILLAGE OR REGION(MSK 42 &		19	1387
404	AK NATIVE ALLOT & LITIGATN, INDIAN ALLOT, MINERAL PATENT & MINERAL		5	1247
421	AK NATIVE ALLOT AND NATIVE ALLMNT LITIGATION		2	1021
232	AK NATIVE ALLOT, GENERAL GRANT, VILLAGE AND REGIONAL SELECTIONS		4	2884

The Mask Titles Report (CASE305F) produces a 132-column report of the masks used in the System and their titles. The Mask Titles Report, above, contains the following data: mask number, mask title, mask owner, number of case type codes in the mask, number of cases.

When you select the Mask Titles option from the Report Processing Menu, the Mask Titles Report Form (CASE305F) appears as shown in Figure 1, with your cursor in the Select field.

When you access the Mask Titles Report Form (CASE305F), the following is displayed across the center of the form:

If you want the report sorted by MASK
NUMBER select 1;
If you want the report sorted by MASK
TITLE select 2.

Select - This single-character field contains the number used to select the sort option, either by mask number or by mask title, 1 or 2 respectively.



Type 1 to sort the report numerically by mask number, type 2 to sort the report alphabetically by mask title. Press NEXT FIELD to continue to the Destination field.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: P for Printer, F for File or S for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose P - printer as your destination.

CASE305F	BLM Interim LIS Mask Titles Report	18-AUG-92
<p>If you want the report sorted by MASK NUMBER select '1';</p> <p>If you want the report sorted by MASK TITLE select '2'. 1</p>		
<div style="display: flex; justify-content: space-between;"> Destination P PR0 Queue Type 1 </div>		
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>		
<div style="display: flex; justify-content: space-between;"> Char Mode: Replace Page 1 Count: *0 </div>		

Figure 1 Mask Titles Report Form (CASE305F)

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

Printer ID	Width	Description
D1REP	132	BLDG 50 HOTLINE AREA
H1ARROW	80	H1ARROW PRINTER FOR TEST
PR0	132	BLDG 53 HIGH SPEED PRINTER

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 2 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to select a queue. Press **COMMIT** to queue the report.

If you press a key other than **COMMIT**, the following message appears in the message line:

Press **COMMIT** to submit report
or **EXIT** to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the **EXPRS** queue

or

JOBID #10731 is in the **NITE2** queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE305R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE305R.135356.CPL for LKOHR
(#10732) completed
```



Press **REDISPLAY PAGE** to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing **REDISPLAY PAGE** interrupts your processes.

You may now enter criteria for another report or press **EXIT** to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.9 Case Type Mask Descriptions Report (CASE306F)

CASE306R			BUREAU OF LAND MANAGEMENT - INTERIM LIS		
ADM-STATE: ALASKA			CASE TYPE MASK DESCRIPTION		
MASK_CASETYPE_MASK_CODE			= 012		
CASE306R			BUREAU OF LAND MANAGEMENT - INTERIM LIS		
ADM-STATE: ALASKA			CASE TYPE MASK DESCRIPTION		
MASK DESCRIPTION		OWNER		CASETYPE DESCRIPTION	
012 ALASKA NATIVE & INDIAN ALLOTMENTS, AK NATIVE ALLOT LITIGATN				007509 F BARR CLASS PETITION	
				253000 INDIAN ALLOTMENT-GENERAL	
				256100 ALASKA NATIVE ALLOTMENT	
*** END OF ALLOTMENT ***					

The Case Type Mask Descriptions Report (CASE306F) produces a 132-column report of the masks used in the System, their titles and their case types. The Case Type Mask Descriptions Report, above, contains the following data: mask number, mask description, mask owner, case type description.

When you select the Case Type Mask Descriptions option from the Report Processing Menu, the Case Type Mask Descriptions Report Form (CASE306F) appears as shown in Figure 1, with your cursor in the Mask Code field.



WARNING:

The Mask Code field is optional. Enter the mask code if you want the case type information on a single mask. Leave this field blank to retrieve the case types for all masks established in the System.

Mask Code - This three-digit field contains the number used to identify a mask established by a user to identify a group of case types.



Type the mask code, if appropriate. Press NEXT FIELD to continue to the Destination field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

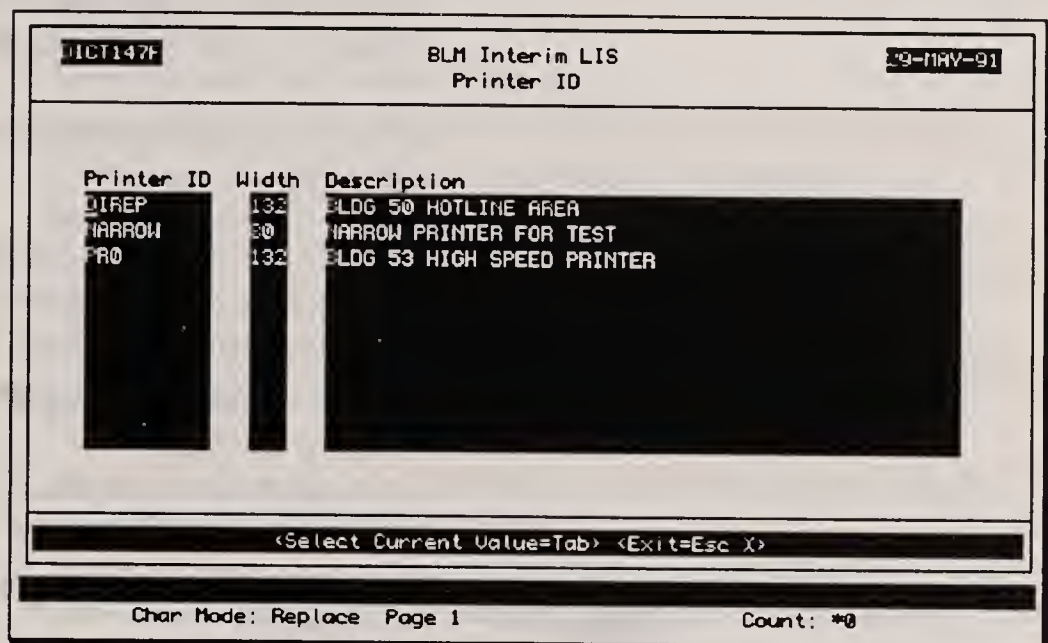
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 2, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
DIAEP	132	BLDG 50 HOTLINE AREA
NARROW	30	NARROW PRINTER FOR TEST
PR0	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0

Figure 2 Printer ID LOV Screen (DICT147F)

*Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.*

*You may also query a particular value following the **ENTER/EXECUTE QUERY** procedures.*

*Press **ENTER QUERY** to clear the fields and place your cursor in the first record of the Printer ID field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.*

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

*Press **EXECUTE QUERY** to retrieve data that match your query parameters.*

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE306R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

*****BATCH_SERVICE (user 218 on ZEUS)
at 13:55**

**Job CASE306R.135356.CPL for LKOHR
(#10732) completed**



Press **REDISPLAY PAGE** to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

2.10 Mailing Labels Report (CASE307F)

The Mailing Labels Report (CASE307F) produces a list of names and addresses for mailing labels retrieved from the entered selection criteria. The Mailing Labels Report, above, contains the following data: name and address.

*(report output for this form
is currently unavailable at time
of documentation publication)*

When you select the Mailing Labels option from the Report Processing Menu, the Mailing Labels Report Form (CASE307F) appears as shown in Figure 1, with your cursor in the Mask field.

WARNING:

There are no required fields on this form. Carefully consider the amount of data you will print if you do not enter any or only a few selection criteria.

Mask Code - This three-character alphanumeric code identifies a group of case types, established by a System user to meet data accessing needs for particular case types. Check with your Supervisor or Database Administrator for a list of valid Mask Codes.

Press NEXT FIELD to continue to the Case Type field without entering a mask code.



Type the mask code, if appropriate. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

DE 2961

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park as one of your selection criteria.



Type the case type, if appropriate. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid case type code, the following message appears in the message line:

ERROR: Invalid Case Type code

CASE233F	BLM Interim LIS	31-JUL-92																				
Serial Numbers by Township / Case Type - Selection Criteria																						
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Mask Code</div> <div style="border: 1px solid black; padding: 5px;">Window Code</div>	-- or --	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="text-align: center;">Case Types</div> <table style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> <td style="background-color: black; height: 15px;"></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Meridian Township Range </div> <div style="display: flex; justify-content: space-between;"> <div style="background-color: black; width: 20px; height: 15px;"></div> <div style="background-color: black; width: 40px; height: 15px;"></div> <div style="background-color: black; width: 40px; height: 15px;"></div> </div> </div>	1	2	3	4	5						6	7	8	9	10					
1	2	3	4	5																		
6	7	8	9	10																		
Destination P PR0		Queue Type N																				
<Show Keys=KP1> <Submit Report=KP0> <Exit=Esc X>																						
Char Mode: Replace Page 1		Count: *0																				

Figure 1 Mailing Reports Report Form (CASE307F)

Case Status - This two-digit field contains the code identifying the status of the case(s) set by actions taken in the case(s). Data Element 2586 contains valid case status codes.



Type the case status code if appropriate. Press NEXT FIELD to continue to the Window Code field.

If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status Code

Window - This six-character alphanumeric code identifies a group of meridian, township, range and section values, established by a System user to meet data accessing needs for particular meridian, township, range areas. Check with your Supervisor or Database Administrator for a list of valid window codes.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the Meridian/Township/Range fields. If you enter a window code, the cursor skips the Meridian/Township/Range fields.



Type the window code, if applicable. Press NEXT FIELD to continue to the Commodity Code fields.

If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

Once you enter a meridian value, you must either clear the field or continue with the township and range values.



Type the meridian code, if applicable. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian

If you attempt to bypass the Township field after entering a meridian code, the following message appears in the message line:

**WARNING: Township must be entered
if Meridian is entered**



Type the township. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township, the following message appears in the message line:

**ERROR: Invalid Meridian/Township
combination**

If you attempt to bypass the Range field after entering a meridian and township, the following message appears in the message line:

**WARNING: Range must be entered
if Meridian and Township are entered**



Type the range. Press NEXT FIELD to continue to the Commodity Code field.

If you enter an invalid range, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range
combination**

Commodity Code - These three-character fields contain abbreviations representing commodities involved in the case(s), either leased, permitted or claimed. Data Element 2508 contains valid commodity codes.



Type the commodity code, if appropriate. Press NEXT FIELD to continue to the next Commodity Code field or the first Case Serial Number field.

If you enter an invalid commodity, the following message appears in the message line:

ERROR: Invalid Commodity Code

Case Serial Number - These groups of fields contain the geographic state, land office, prefix, serial number and suffix of one to 15 cases in the System. These fields limit the report to only the entered case serial numbers.



Type the geographic state for the first case serial number. Press NEXT FIELD to continue to the Land Office field.

If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State



Type the land office. Press NEXT FIELD to continue to the Prefix field.

If you enter an invalid land office, the following message appears in the message line:

ERROR: Invalid Land Office

CASE307F		BLM Interim LIS		07-AUG-92	
Customer Labels - Selection Criteria					
GEO	LAND	PRF	NUMBER	SFX	
GEO	LAND	PRF	NUMBER	SFX	
<div style="border: 1px solid black; display: inline-block; padding: 5px;"> Sort Sequence Name or Zip </div>			<div style="border: 1px solid black; display: inline-block; padding: 5px;"> Output Options Print, Labels or Both </div>		
Destination PR0			Queue Type 1		
Char Mode: Replace Page 2 Count: *0					

Figure 2 Mailing Reports Report Form (CASE307F - Page 2)



Type the prefix, if appropriate. Press NEXT FIELD to continue to the Serial Number field.



Type the serial number. Press NEXT FIELD to continue to the Suffix field.

Type the suffix. Press NEXT FIELD to continue to the next case serial number or the Sort field.

Sort - This single-digit field allows you to enter a code to sort by name or by ZIP code.

When you access this field, the following message appears in the message line:

Enter '1' for Name or '2' for Zip code



Type 1 to sort by name or 2 to sort by ZIP code. Press NEXT FIELD to continue to the Output Option field.

Output Option - This single-character field allows you to print a report, labels or both.

When you access this field, the following message appears in the message line:

Enter '1' for Print '2' for Labels
'3' for Both



Type the output option code. Press NEXT FIELD to continue to the Destination field.

WARNING:

Depending upon your selection criteria, this report may take an excessive amount of time to process and print. Large reports may cause System performance to deteriorate.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File or **S** for Screen Display; and, the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of
(P)rinter or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press NEXT FIELD to continue to the second portion of the Destination field.

Type **F** in the Destination field to print the report to a file for printing at a later time. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press NEXT FIELD to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press LOV to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 3, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.

The screenshot shows a terminal window titled "DICT147F" with a header "BLM Interim LIS Printer ID" and a date "21-MAY-92". The main content is a table with three columns: "Printer ID", "Width", and "Description". The table contains three rows of data. At the bottom of the screen, there is a status bar with the text "<Show Keys=KP1> <Exit=Esc X>" and a footer with "Char Mode: Replace Page 1" and "Count: *3".

Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
HARROW	80	HARROW PRINTER FOR TEST
PRO	132	BLDG 53 HIGH SPEED PRINTER

Figure 3 Printer ID LOV Screen (DICT147F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the ENTER / EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Printer ID field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to retrieve the selected code.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Queue Type - This single-character field specifies whether the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to select a queue. Press COMMIT to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected **F** for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE307R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE307R.135356.CPL for LKOHR
(#10732) completed
```



Press **REDISPLAY PAGE** to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing **REDISPLAY PAGE** interrupts your processes.

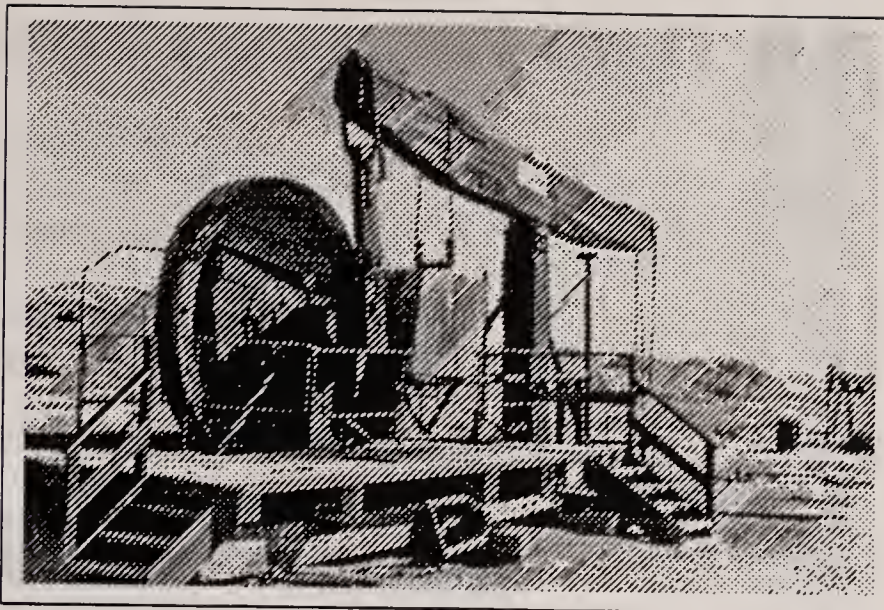
You may now enter criteria for another report or press **EXIT** to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

Chapter 3:

Data Retrieval Functions



*This chapter
explains how to...*

- Query township data
- View abstract information for a particular case
- Query serial numbers by customer
- Query customers
- Print a case abstract
- Print a TWPALL/Township Summary page
- Query case type
- Query action codes
- Query action codes for a particular case type

3.0 Data Retrieval Functions Menu

Data Retrieval Functions contains several options to assist you in locating cases by land description, case serial number or customer.

The menu itself identifies the options available, as shown in Figure 1.

```
UTIL505F                                BLM Interim LIS                                21-APR-92
Data Retrieval Functions Menu

-> 1.TWPALL/Township Summary
   2.Township Status Display
   3.On-line Case Abstract
   4.FIND - Customer
   5.FIND - Document
   6.FIND - Claim Name
   7.FIND - Geo Name
   8.Valid Action Codes
   9.Valid Case Type Codes
  10.Valid Case Type/Action Codes
  11.LIS Main Menu

Option Number: [ ] QXFER: [ ]

<Show Keys=KP1> <Quick Transfer=KP5> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *0
```

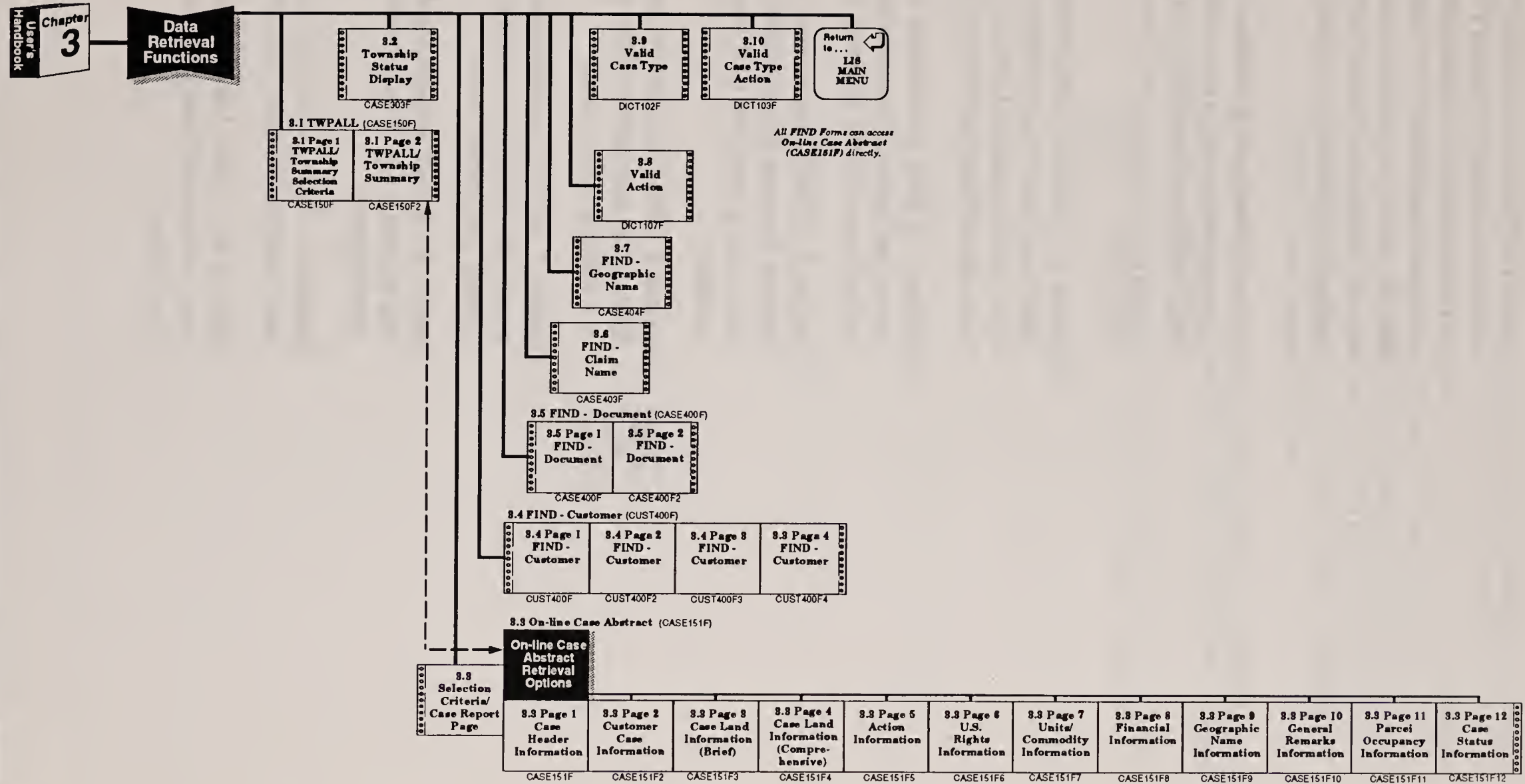
Figure 1 Data Retrieval Functions Menu

Each menu option has its own function and purpose within the case abstract, FIND and TWPALL environments, and the overall System. Each of the ten options is interrelated and provides parallel information for case and customer data retrieval.

The On-line Case Abstract retrieval section provides easy access from multiple pages to various data tables within the System. Through the TWPALL, On-line Case Abstract and FIND forms, all data within established cases in the System may be viewed and printed.

This introduction presents an overview of each option within the Data Retrieval Functions Menu.

Data Retrieval Functions System Diagram



Option 1 - TWPALL contains the form used to query and view township summary data. This two-page form provides a selection criteria page where you can limit your query parameters to a particular township, or section within a township, and use other criteria to select multiple land descriptions. You may also access On-line Case Abstract directly from the TWPALL form.

Option 2 - Township Status Display allows you to query, display and print a schematic of the number of cases within each section of a specified township and case type or mask, which may also contain a specified case status.

Option 3 - On-line Case Abstract contains the multiple-page form that displays all case information as input and expanded through case processing. This form also allows hardcopy and screen display output.

Option 4 - FIND Customer contains the form used to query the System for cases associated with a particular customer name, address or customer ID.

Option 5 - FIND Document allows you to query the System for case information and case land data associated with a specified document type and associated number.



Option 6 - FIND Claim Name allows you to query the System for a specific claim name (or portion thereof) in a mining claim case.

Option 7 - FIND Geographic Name allows you to query the System for cases containing a specified or partial geographic name.

Option 8 - Valid Action Codes allows you to query the database for all allowable action codes and their descriptions.

Option 9 - Valid Case Type Codes allows you to view and query valid case type codes.

Option 10 - Valid Case Type/Action Codes allows you to view and query actions associated with specific case types.

To access the forms available within the Data Retrieval menu, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the options, type the option number in the Option Number field below the menu, or use the QXFER field and type the Program Name, e.g., FIND Customer (CUST400F) where CUST400F identifies the Program Name. Press NEXT FIELD to execute your choice.

If you choose to use the QXFER field, follow the instructions in the legend line of the menu to move your cursor into the QXFER field.

Make your selection to continue with data retrieval tasks.

This page intentionally left blank.

3.1 TWPALL/Township Summary Form

Introduction (CASE150F)

The TWPALL/Township Summary Form (CASE150F) is the first option in the Data Retrieval Functions Menu. This form contains two pages, a selection criteria screen and a data screen.

This form allows you to search, view and print township summary data on-line, off-line and through a screen display option. TWPALL information includes: case land records, parcel information, case status, land status and case serial number.

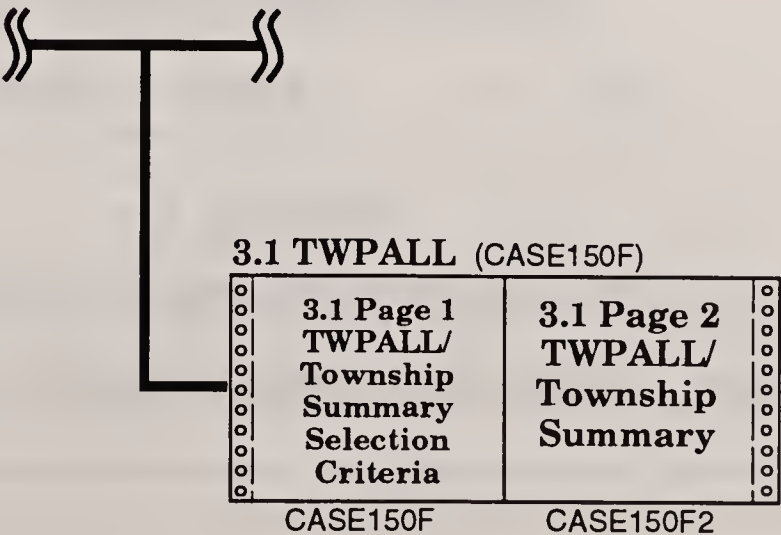
This section of the documentation discusses how to use the TWPALL form to perform multiple data retrieval functions.

When you access the TWPALL form (CASE150F) to retrieve, view and print township summary data, the Selection Criteria page appears on the screen.

If you want to exit from any page within the TWPALL Form (CASE150F), press EXIT to return to the last accessed menu.

NOTE:

You may access the On-line Case Abstract Form (CASE151F) directly from the TWPALL/Township Summary Form (CASE150F - Page 2). Follow the instructions in the legend line to continue to the On-line Case Abstract Form.



This page intentionally left blank.

3.1 TWPALL/Township Summary Form (CASE150F - Page 1)

This form allows you to search, view and print township and case land data from various cases within the System. Basic survey, case and case land information is provided for each land description within the identified selection criteria.

From the TWPALL form, you may access the On-line Case Abstract forms directly.

When you select the TWPALL/Township Summary Form option from the Data Retrieval Functions Menu, the selection criteria page of the TWPALL/Township Summary Form (CASE150F) appears as shown in Figure 1, with your cursor in the Mer (Meridian) field.

Detailed descriptions of the fields on this form and appropriate field data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions for this form.

CASE150F		BLM Interim LIS		09-APR-93	
TWPALL/Township Summary - Selection Criteria					
One of +-> These --- Mandatory +->	Mer <input type="text"/> Twp <input type="text"/> Rng <input type="text"/> Opt-> Sec <input type="text"/>				
	Srvy Type <input type="text"/> <input type="text"/> Srvy Num <input type="text"/>				
Opt-> Case Status	<input type="text"/>				
Opt-> Case Type	<input type="text"/> - <input type="text"/> or Mask <input type="text"/>				
Do you want (U)iew, (P)rint, (C)ount pgs, (S)creen Display or (L)ocal printer?					
Print Options --> Destination <input type="text"/> PRO Queue Type <input type="text"/>					
<Show Keys=KP1> <Exit=Esc X> <Query=KP8> <Count=Esc Q> <input type="text"/> LOU					
Char Mode: Replace Page 1 Count: *0					

Figure 1 TWPALL/Selection Criteria - (CASE150F - Page 1)

The TWPALL form allows you to enter selection criteria to search the System for case information, including case serial number and case land data. This section discusses each variable permitted on the selection criteria page.

NOTE:

When using the TWPALL form, the Meridian, Township and Range fields or the Survey Type field are mandatory selection criteria. Press NEXT FIELD on the blank Meridian field to continue to the Survey Type field.

The Meridian, Township, Range and Section fields define the location of the case land acres described in the case land records maintained by the System. For each PLSS-defined area, there is a Principal Meridian and a base line to mark the initial point for recording meridian, township, range and section data within the PLSS states. A *base line* is a line starting at the initial point and extending east and west. A *principal meridian* is a line starting at the initial point and extending north and south; principal meridians are usually referred to simply as meridians in the PLSS. Townships (tiers) lie north and south of the base line at six-mile intervals, while ranges lie east and west of the principal meridian at six-mile intervals. To identify a parcel of land, you must first count the number of tiers (townships) north or south of the base line and then count the number of ranges east or west of the principal meridian.

Example:

T2N, R3E

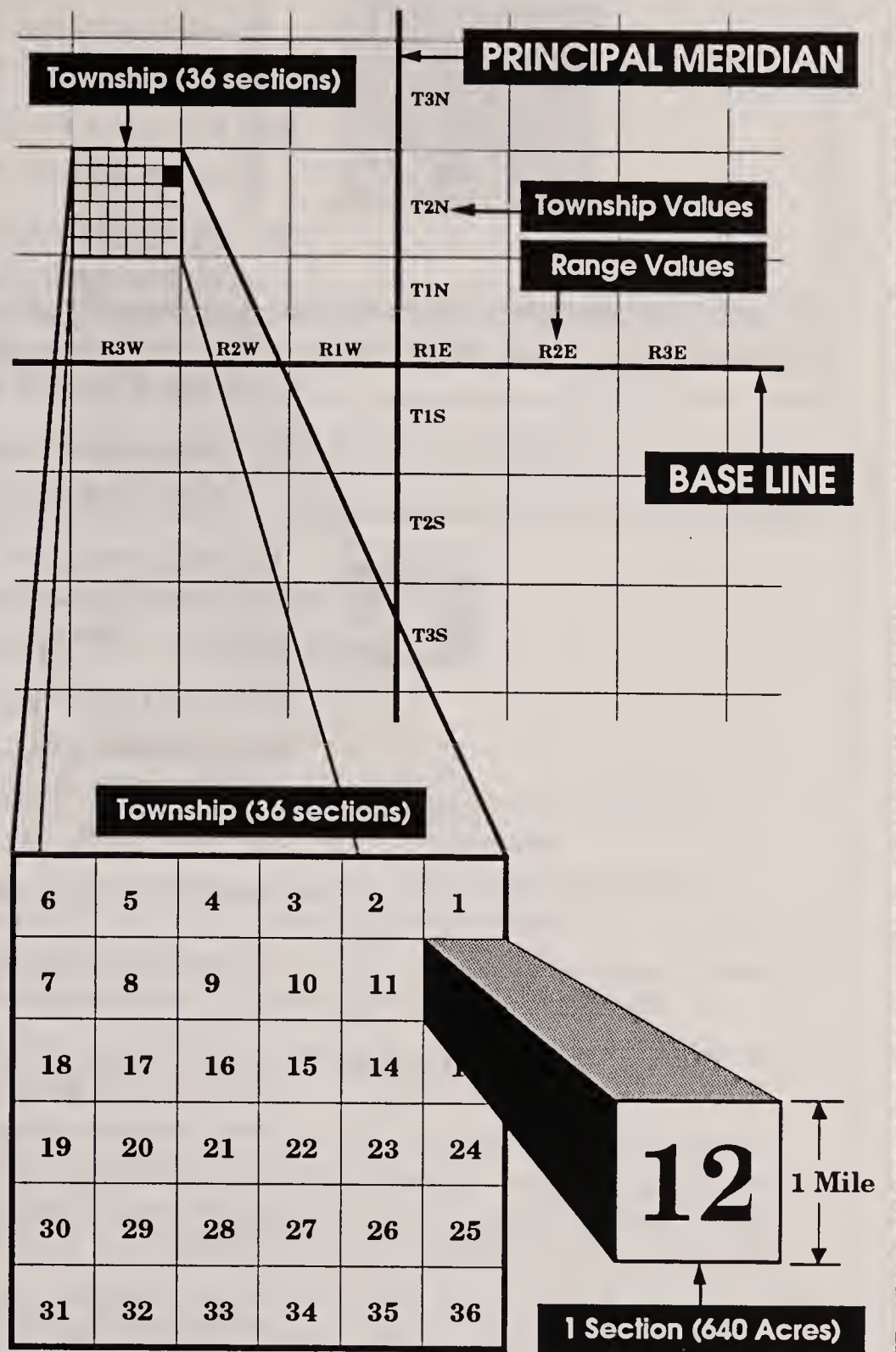
This 6-mile square parcel would be located two townships (tiers) north of the base line and three ranges east of the meridian.

DE 1703
or...
LOV ♥

Mer (Meridian) - This two-character alphanumeric field identifies the meridian code describing a land location. Data Element 1703 and LOV contain a list of possible meridian codes.

In addition to the meridian codes used in your state, there are three other meridian codes that can be used for cases with an unidentified land description.

Meridian, Township, Range and Section



00 - For cases that will never have a land description.
For example:

- Cultural resource use permits, usually for an entire resource area, district or state

- Unprotracted/unsurveyed coastal rocks and islets withdrawn as wilderness or as wildlife refuges that will never be surveyed
- Lands covered by Acts that have blanket authority to change land or resource availability

98 - For cases having an invalid meridian, township, range or section code.

99 - For cases where a legal description does not yet exist but can be expected in the reasonably foreseeable future. For example:

- Hiatus of land between two townships or ranges
- Unserved/unprotracted islands within rivers and lakes that will be surveyed



Type the meridian code beginning on the left side of the field, leaving unused positions blank. Press NEXT FIELD to continue to the Township field.

If you enter an invalid meridian code, the System returns the cursor to the beginning of the Mer field and displays the following error message in the message line:

ERROR: Invalid Meridian

If you do not know the correct Meridian value, press LOV to obtain an on-line list of valid Meridian codes.

LOV ♥

When you access the Meridian LOV Screen, Figure 2, from the Meridian field, all valid meridian codes appear in the Code column with a corresponding description in the Description column. Your cursor appears in the Code column.

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid meridian values.

You may also query a particular meridian value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the columns and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or both fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

LOV Example:

Press ENTER QUERY.

DICT114F		BLM Interim LIS Meridian (1703)	21-APR-92
Code	Description		
00	NO LAND DESC		
01	1ST PM		
02	2ND PM		
03	3RD PM		
04	4TH PM IL		
05	5TH PM		
06	6TH PM		
07	BLACK HILLS MER		
08	POISE MER		
09	CHICKSAW MER		

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 2 Meridian LOV Screen (DICT114F)

Use the NEXT FIELD key to move the cursor to the Description field.

Type F% in the description field.

Code	Description
	F%

Press EXECUTE QUERY.

All codes with a description beginning with F and their corresponding codes appear in the columns.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current meridian value and carry it back to the TWPALL Selection Criteria Page (CASE150F).

Press EXIT to exit the meridian LOV screen without retrieving any of the displayed values.

DE 1695

Twp (Township) - This five-character alphanumeric field identifies a township designation for case land descriptions within the System. Data Element 1695 defines township, which is the PLSS designation for a tier extending north or south of the base line. The five-character alphanumeric designation consists of three parts:

The first three positions specify the whole number of the township, e.g., the first three positions of Township 29 would be 029.

The fourth position contains the fractional township code, 0, 1, 2 or 3.

The fifth position identifies the direction from the base line. The only acceptable direction codes are N for north or S for south.

Township Field Positions

Existing Data	Fractional Codes	Direction	Entry Data
T29 N	0 = No Fraction	N = North	0290N
T29 1/4 S	1 = 1/4	S = South	0291S
T29 1/2 N	2 = 1/2	N = North	0292N
T29 3/4 S	3 = 3/4	S = South	0293S



Type the entire township designation, including all zeros, in the space provided. Press NEXT FIELD when finished to continue to the Range field.

If you enter an invalid township, the following message appears in the message line:

ERROR: Invalid Township

If you attempt to bypass the Township field, the following message appears in the message line:

ERROR: Mandatory field has not been entered

DE 1699

Rng (Range) - This five-character alphanumeric field contains the range designation for case land descriptions within the System. Data Element 1699 defines range. Range is the PLSS designation for tiers east and west of a principal meridian. The five-character designation consists of three parts:

The first three positions of the field contain the whole number of the range, e.g., the first three positions of range 15 would be 015.

The fourth alphanumeric position contains the fractional range code. It can also be used to designate a duplicate or triplicate meridian-township-range number.

To uniquely identify a second township with identical state-meridian-township-range numbering, add the letter **A** for a duplicate township to the north or east of the original township. Add the letter **B** for a triplicate township to the north or east of a duplicate township. See Data Element 1699 for an explanation and list of duplicate meridian-township-range numbers.

The fifth position is the direction from the meridian. The only acceptable direction codes are **E** for east or **W** for west.

Range Field Positions

Existing Data	Township Codes	Fractional Codes	Direction Codes	Entry Data
R 15 E	15	0 = No Fraction	E = East	0150E
R 15 1/4 W	15	1 = 1/4	W = West	0151W
R 15 1/2 E	15	2 = 1/2	E = East	0152E
R 15 3/4 W	15	3 = 3/4	W = West	0153W
R 54 E (single)	54	0 = 1st MTR in multiple township set	E = East	0540E
R 54 E (duplicate)	54	A = 2nd MTR (duplicate) with identical numbers	E = East	054AE
R 54 E (triplicate)	54	B = 3rd MTR (triplicate) with identical numbers	E = East	054BE



Type the entire range designation, including zeros in the space provided. Press **NEXT FIELD** to continue to the Section field.

If you enter an invalid range, the following message appears in the message line:

ERROR: Invalid Range

DE 2506

Sec (Section) - This optional three-character alphanumeric field contains the section designation of a case related to the meridian, township and range information. Data Element 2506 defines section.

A section is a major subdivision of a township, normally a quadrangle approximately one mile square and containing approximately 640 acres. Sections are numbered typically from 1 to 36 but can be numbered higher and in some states may include alphabetic characters.



Type the section beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Srvy Type (Survey Type) field.

When you press NEXT FIELD after typing the Section code, the System validates the meridian, township, range and section combination against the database for meridian code and the township and range directions.

If you enter a section value inconsistent with the meridian, township and range, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range/
Section combination**

To edit the Meridian, Township, Range and Section fields, press the PREVIOUS FIELD key to return the cursor to the appropriate field and type the new value.

When you press NEXT FIELD on the Section field with valid meridian, township, range and section values, the cursor moves to the Survey Type field.

NOTE:

If you do not enter a meridian, Survey Type becomes mandatory.

DE 3131
Or...
LOV ♥

Srvy Type (Survey Type) - This single-character alphanumeric field identifies the type of survey performed. Data Element 3131 and LOV contain valid survey types.

A survey type indicates the kind of subdivisional component of a public land survey appropriate for the case land.

Example:

Survey type A is entered here to identify an Aliquot survey.



Type the survey type code if you want to limit your TWPALL search to land descriptions containing a particular survey type. Press NEXT FIELD to continue to the Survey number field.

If you attempt to bypass the field without having entered an MTR, the following message appears in the message line:

ERROR: Mandatory field has not been entered

If you enter an invalid survey type code, the following message appears in the message line:

ERROR: Invalid Survey Type

If you do not know the appropriate survey type code, press LOV to access the on-line list of valid codes.

LOV ♥

When you access the Survey Type LOV screen, Figure 3, from the Srvy Type field, all valid survey type codes appear in the Code column, with corresponding descriptions in the Description column. Your cursor appears in the first position of the Code column.

Code	Description	Expanded Text
1	EXC	FREE FORMAT
2	TRAC	TRACT (NON-CADASTRAL)
3	ALQ	MINOR ALIQUOT, E.G., W2N2W2H2
4	EXNC	EXCLUSION/EXCEPTION ACREAGE TO ALQ
5	IC	MINING CLAIMS
6	NOHL	NOMINAL LOCATION OF ENCUMBRANCE
7	RIU	LANDS REMOVED FROM ACTIVE CASE
8	UNK	EXACT LOCATION IN SECTION UNKNOWN
9	ALL	ALL - DESCRIBES ENTIRE SECTION
10	ALQ	ALIQUOT (40 ACRES OR MORE)

<Show Keys=KPI> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 3 Survey Type LOV Screen (DICT106F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid survey types.

You may also query for a particular survey type value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the columns and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more of the fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press the **NEXT FIELD** key to move the cursor into the Description field. Type **M%** in the Description field.

Press **EXECUTE QUERY** to retrieve all survey type codes where the description begins with **M**.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to accept the current value and carry it back to the **TWPALL** selection criteria page.

Press **EXIT** to exit the **LOV** screen without retrieving any values.

DE 3118

Srvy Num (Survey Number) - This seven-character field identifies the number used to specify a survey describing a case land or a piece of land surveyed. Data Element 3118 contains codes for valid survey numbers. The survey number can be a number and/or a letter assigned to an area of land as the result of a survey. It also identifies areas such as lots, blocks, tracts, homestead entries, etc.... This field right-justifies to six places if the last character is a number and to seven if it is a letter.



Type the survey number. Press **NEXT FIELD** to continue to the Case Type Field.

NOTE:

If you did not enter a survey type and number, the cursor moves into the Case Status field.

DE 2586

or...

LOV ♥

Case Status - This optional two-digit numeric field identifies the status of the case set by action codes. Data Element 2586 and **LOV** contain valid case status codes. You may enter up to five case status codes for a single **TWPALL** query.

NOTE:

Case Status is set by action codes, e.g., action code **001 - Case Established**, sets case status at **02 - Pending**.



Type the case status code to limit your selection criteria to a particular status or several statuses within the specified meridian, township and range or survey type and number. Press NEXT FIELD to continue to the next Case Status field.

Enter up to five case status codes. Press NEXT FIELD on a blank or the last Case Status field to continue to the Case Type field.

If you enter an invalid case status, the following message appears in the message line:

ERROR: Invalid Status Code

If you do not know the correct case status code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Case Status LOV screen, Figure 4, your cursor appears in the first record of the Code (Case Status Code) column.

Code	Description	Abbrev
01	VOID	VOID
02	PENDING	PENDIN
03	RECORDED	RECORD
04	AUTHORIZED	AUTHOR
05	INACTIVE	INACT
06	INTERIM	INTERM
07	CLOSED	CLOSED

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *7

Figure 4 Case Status LOV Screen (DICT125F)

There are multiple fields in the Case Status Code LOV screen, Code (case status code), Description, and Abbrev (description abbreviation).

Use the NEXT RECORD / PREVIOUS RECORD keys to scroll through the available case status codes. As there are only seven valid case status codes, it is unlikely you will need to enter and execute a query.

You may also ENTER and EXECUTE a query from any of the fields within the Case Status Code LOV screen.

Press the ENTER QUERY key on your keyboard to clear the columns. Note that the words ENTER QUERY appear in the status line across the bottom of the screen.

Use the NEXT FIELD key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

Use the **NEXT RECORD**/**PREVIOUS RECORD** keys to scroll through the case status code values returned in response to your query.

If you enter a query with no valid matches in the System, the following message appears in the message line of the **LOV** screen:

**Query caused no records to be retrieved.
Re-enter.**

Press **NEXT FIELD** to accept the current value and carry it back to the form.

Press **EXIT** to exit the **LOV** screen without retrieving any values.

DE 2961
Or...
LOV ♥

Case Type - This optional six-digit numeric field identifies the type of case, e.g., **Oil & Gas, Mining Claim, Coal**, etc.... Data Element 2961 and **LOV** maintain lists of valid case type codes.

Example:

Case Type Code	Function
262000	State Grants
262009	OR - IL Selection
262099	To be Defined

NOTE:

You may use a mask code, identifying multiple case types, in place of a single case type. Press **NEXT FIELD** to continue to the Mask field without entering a case type.



Type the case type code to limit your selection criteria to a particular case type within the specified meridian, township and range, or survey type and number.

The second Case Type field defaults to the same value entered in the first Case Type field.



Type the second case type code in the second field to override the default value and specify a range of case types.

NOTE:

For a range of case types, be certain that the lower number is entered in the first field and the higher number in the second.

Example:

Type 311111 in the first Case Type field. Press NEXT FIELD to continue to the second Case Type field.

Type 311212 in the second Case Type field to identify a range of case types from 311111 to 311212 as selection criteria in your query.

NOTE:

If you complete the first Case Type field, you must enter the second Case Type field. The program defaults the second field to the value entered in the first Case Type field. If you clear the field attempt to bypass the second field, the following message appears in the message line:

ERROR: Mandatory field has not been entered

If you enter an invalid case type code, the following error message appears in the message line:

ERROR: Invalid Case Type

If you do not know the correct case type, press the LOV key for an on-line list of valid case type codes.

LOV ♥

When you access the Case Type LOV screen, Figure 5, your cursor appears in the first record of the Code (Case Type Code) column.

There are three columns in the Case Type LOV screen, Code (Case Type Code), Description (Case Type code description), Legal (legal explanation of the Case Type code). Use the NEXT RECORD / PREVIOUS RECORD keys or the NEXT SET / PREVIOUS SET keys to scroll through the available options.

You may also ENTER and EXECUTE a query from any of the columns within the Case Type LOV screen.

Press the ENTER QUERY key on your keyboard to clear the columns. Note that the words ENTER QUERY appear in the status line across the bottom of the screen.

DICT102F		BLM Interim LIS Case Type (2951)	21-APR-92
Code	Description	Legal	
000000	PUBLIC LAND (NO ACTION)	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED	
000001	AREA-ORIGINAL 13 STATES	PRESENT AREA ORIGINAL THIRTEEN STATES	
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE	
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON	
000004	LOUISIANA PURCHASE-1803	PURCHASED FROM FRANCE ON APRIL 30, 1803	
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF	
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819	
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED	
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON	
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848	

<Show Keys=KP1> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 5 Case Type LOV Screen (DICT102F)

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

LOV Example:

Code	Description	Legal
	NATIVE%	

Press **ENTER QUERY**. Press **NEXT FIELD** to move the cursor into the Description field. Type **NATIVE%** in the Description field. Press the **EXECUTE QUERY** key to query the database for matching responses within these columns.

The system returns the following data,

Code	Description	Legal
256400	NATIVE TOWNSITE	05-25-1926; 044STAT0629; 43USC733-736
256401	NATIVE TOWNSITE	06-08-1955;
265302	NATIVE GROUP SEL-AK	12-18-1971; 085STAT0688; 43USC1601
265400	NATIVE RES-AK; ANCSA 19B	12-18-1971; 085STAT0688; 43USC1601

Use the **NEXT RECORD / PREVIOUS RECORD** and **NEXT / PREVIOUS SET** keys to scroll through the values returned in response to your query.

If you enter a query with no valid matches in the System, the following message appears in the message line of the LOV screen:

**Query caused no records to be retrieved.
Re-enter.**

Press NEXT FIELD to carry back the current value selected by the cursor.

Press EXIT to exit to the LOV screen without carrying back any value.

NOTE:

If you entered a case type or a range of case types, the cursor skips the Mask field.

LOV ♥

Mask - This optional three-character alphanumeric code identifies a group of case types. Mask codes are established by a System user to meet his/her needs in accessing data for particular case types. Check with your Supervisor or Data Administrator, or press LOV for a list of valid mask codes.



Type the mask code, if appropriate, to specify a group of case types. Press NEXT FIELD to continue to the View, Print or Screen display field.

If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

If you do not know the correct mask code, press the LOV key for an on-line list of Mask values.

LOV ♥

When you access the Mask LOV screen, Figure 6, your cursor appears in the first record of the Code (Mask Code) column.

There are multiple fields in the Mask Code LOV screen, Code (Mask Code), Mask Name (Title of the Mask Code), Owner Name (who designated the Mask Code), Mask Code with Case Type and Description (Case Type code description). The last three columns identify the case types included in the current mask code.

Use the NEXT RECORD / PREVIOUS RECORD keys to scroll through the available mask code options.

You may also ENTER and EXECUTE a query from any of the columns within the Mask Code LOV screen.

Press the ENTER QUERY key on your keyboard to clear the columns. Please note that the words ENTER QUERY appear in the status line across the bottom of the screen.

Use the NEXT FIELD key to move the cursor from one field to the next.

DICT127F

BLM Interim LIS
Mask Owner & Case Type

21-APR-92

Code

Mask Name

001 UNIVERSAL CASETYPE GROUPINGS FOR STANDARD REQUESTS

Owner Name

Code	Case Type	Description
001	235155	PK CONVERSION ONLY
001	251101	FE ORIGINAL
001	251103	FE- FOREST
001	251201	FE ADDL-AFTER PROOF
001	254100	COT-CLASS 1&2

<Show Keys=KP1> <Exit=Esc X>

v Char Mode: Replace Page 1

Count: 1

Figure 6 Mask Code LOV Screen (DICT127F)

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

Use the **NEXT RECORD / PREVIOUS RECORD** keys to scroll through the mask code values returned in response to your query. You may also move the cursor into the **Case Type** column to view the case types assigned to each mask code.

If you enter a query with no valid matches in the System, the following message appears in the message line of the LOV screen:

**Query caused no records to be retrieved.
Re-enter.**

Press **NEXT FIELD** to carry back the current value selected by the position of the cursor in the **Mask Code** column.

LOV WARNING:

Your cursor must be in the first Mask Code field.

Press **EXIT** to return to the **TWPALL** selection criteria form without carrying back any value.

Do you want to (V)iew, (P)rint, (C)ount pages, (S)creen display, or (L)ocal Printer? - This single-character field specifies the type of action you are taking within the **TWPALL** form. This required field defaults to **V** to view the second page.

Example of TWPALL Screen Display

ADM-STATE: AK TWPALL/TOWNSHIP SUMMARY PAGE 1
 MER: 13 FAIRBANKS MER Twp: 0010S Rng: 0030W
 RA: BOR:

SERIAL	MER	TWP	RNG	CASETYPE	STATUS	ANCSA
NUM P LD STAT NR	US RIGHTS	SEC ALIQ PARTS SURVEY	TR BK LT	ACRES		
DOC TYPE	DOC NUM					
AKF 035229 13 1S 3W 282101/FED AID HIGHWAY(SEC 10 AUTHORIZED 0						
00001 AI 11 14 N2NW						3.0280

AKFF 043184 13 1S 3W 007500/MISC NON-COUNT	CLOSED	0
00001 RJ 11 9 N2NESESE		5.0000
AKFF 057295 13 1S 3W 384101/MC- LODE CLAIM	RECORDED	0
00001 11 13 SW		.0000
00002 11 14 SE		.0000
AKFF 057296 13 1S 3W 384201/MC- PLACER CLAIM	RECORDED	0
00001 11 13 NW		.0000
00002 11 14 NE		.0000
AKFF 057297 13 1S 3W 384201/MC- PLACER CLAIM	RECORDED	0
00001 11 13 SW		.0000
AKFF 057298 13 1S 3W 384201/MC- PLACER CLAIM	RECORDED	0
00001 11 13 S2		.0000
AKFF 057299 13 1S 3W 384201/MC- PLACER CLAIM	RECORDED	0
00001 11 13 W2		.0000
AKFF 057709SM 13 1S 3W 380901/SURFACE MGT MINING AK	PENDING	0
00001 11 13 S2W2		.0000
AKFF 057710 13 1S 3W 384101/MC- LODE CLAIM	RECORDED	0
00001 11 13 W2		.0000

ADM-STATE: AK TWPALL/TOWNSHIP SUMMARY PAGE 2
 Mer: 13 FAIRBANKS MER Twp: 0010S Rng: 0030W
 RA: BOR:

SERIAL	MER	TWP	RNG	CASETYPE	STATUS	ANCSA
NUM P LD STAT NR	US RIGHTS	SEC ALIQ PARTS SURVEY	TR BK LT	ACRES		
DOC TYPE	DOC NUM					
AKF 059685 13 1S 3W 384201/MC- PLACER CLAIM	RECORDED	0				
00003 11 1 SESESE M 002488		.0000				
AKF 059689 13 1S 3W 384201/MC- PLACER CLAIM	CLOSED	0				
00001 NV 11 1 SW		.0000				
00002 NV 11 12 NW		.0000				
AKF 079339 13 1S 3W 265204/CIRI-GSA POOL	CLOSED	7				
00001 CV 11 754 16 E2SWSWNW		5.0000				
00003 CV 11 754 16 NENWNWSW		2.5000				
00002 CV 11 754 16 W2SESWNW		5.0000				

AUTHORIZED: 5.0000
 CONVEYED TOTAL: 12.5000
 REJECTED/REVOKED: 5.0000

*** END of CASE150R ***

V allows you to view the data retrieved in the TWPALL environment; **P** prints hardcopy output of the data retrieved in the TWPALL form; **S** provides a screen display of the data displayed on the TWPALL form; **C** counts the number of pages generated by the entered selection criteria; and **L** allows you to print to a printer connected to your PC or a terminal.



Type **V** to view the retrieved records on the TWPALL - Page 2. Press **NEXT FIELD** to continue to the next page. The cursor moves into the first record of land descriptions matching your selection criteria.

Type **S** to receive a screen display of the records retrieved. The screen clears to display the case land and case data for each record retrieved, separated by the case serial number.

Follow the instructions on-line to scroll through the TWPALL report on-line. Press **NEXT FIELD** to continue between screen pages.

WARNING:

The System remembers each time you press **NEXT FIELD**. Be patient to avoid scrolling beyond more than one page at a time.

NOTE:

You can scroll down but you cannot scroll up beyond what currently appears on the screen when using the screen display function.



Type **Q-NEXT FIELD** at any time in the screen display to return to the selection criteria page.

When the screen display completes, the following message appears on the screen:

-- Press **RETURN** to return to **SQL*Forms** --



Press **NEXT FIELD** to return to the TWPALL selection criteria page. The cursor returns to the View, Print or Screen Display field.

Type **P** to print all of the data retrieved by your query. Press NEXT FIELD to continue to the Destination field.



Type **C** to query the System on how many pages will be retrieved with the entered selection criteria. Press NEXT FIELD to activate the count. You then have the option to print, display screens, or return to the selection criteria.

Type **L** to print your TWPALL report to a local printer attached to your terminal. Press NEXT FIELD to execute your choice and print to any recognized printer connected to your terminal PC.

If you enter a character other than **C**, **V**, **S**, **P**, or **L**, the following message appears in the message line and your cursor remains in the field:

ERROR: Must enter one of C, V, S, P, or L

Destination - This two-part field contains the output type identifier, a single character field which identifies the type of output: **P** for Printer or **F** for File; and, the printer identifier, a ten character field which specifies the printer if you choose **P** - Printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

**Enter destination type of (P)rinter
or (F)ile**



Type **P** to print the TWPALL data to a printer in hard-copy format. Press NEXT FIELD to continue to the Queue Type field.

Type **F** to print the TWPALL data to a file for printing at a later date. Press NEXT FIELD to continue to the Queue Type field.

If you enter a value other than a **P** or **F**, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue or N for Normal queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type E or N to queue your report in the appropriate queue. Press COMMIT to queue the report.

E sends the report immediately. N sends the report after business hours.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is number 1 in EXPRS

or

JOBID #10731 is number 4 in NORMAL

TWPALL Report - Off-line

CASE150R										BUREAU OF LAND MANAGEMENT - INTERIM LIS										
ADM-STATE: ALASKA										TWPALL/TOWNSHIP SUMMARY										
Mer: 13 FAIRBANKS MER										Twp: 0010S Rng: 0030W										
RA:										BOR:										
SERIAL										NAT REG:										
NUM	P	LD	STAT	NR	US	RNG	CASETYPE	STATUS	ANCSA	NUM	P	LD	STAT	NR	US	RNG	CASETYPE	STATUS	ANCSA	
DOC	TYPE								ACRES	DOC	TYPE								ACRES	
AKF	035229			13	1S	3W	282101/FED AID HIGHWAY (SEC 10	AUTHORIZED	0											
00001	AI			11			14 N2NW		3.0280											
AKFF	043184			13	1S	3W	007500/MISC NON-COUNT	CLOSED	0											
00001	RJ			11			9 N2NESESE		5.0000											
AKFF	057295			13	1S	3W	384101/MC- LODE CLAIM	RECORDED	0											
00001				11			13 SW		.0000											
00002				11			14 SE		.0000											
AKFF	057296			13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0											
00001				11			13 NW		.0000											
00002				11			14 NE		.0000											
AKFF	057297			13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0											
00001				11			13 SW		.0000											
AKFF	057298			13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0											
00001				11			13 S2		.0000											

CASE150R										BUREAU OF LAND MANAGEMENT - INTERIM LIS										
ADM-STATE: AK										TWPALL/TOWNSHIP SUMMARY										
Mer: 13 FAIRBANKS MER										Twp: 0010S Rng: 0030W										
RA:										BOR:										
AKF	059685			13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0											
00003				11			1 SESESE M 002488		.0000											
AKF	059689			13	1S	3W	384201/MC- PLACER CLAIM	CLOSED	0											
00001	NV			11			1 SW		.0000											
00002	NV			11			12 NW		.0000											
AKF	079339			13	1S	3W	265204/CIRI-GSA POOL	CLOSED	7											
00001	CV			11	754		16 E2SWSWNW		5.0000											
00003	CV			11	754		16 NENWNWSW		2.5000											
00002	CV			11	754		16 W2SESWNW		5.0000											

AUTHORIZED:										5.0000									
CONVEYED TOTAL:										12.5000									
REJECTED/REVOKED:										5.0000									

*** END of CASE150R ***

EXPRS and NORMAL identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue. The job number tells you where your report is in the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE223R.095608.RPT, resides in your originating
directory on the Prime, outside the Oracle
environment.

To print or edit this file, you must return to the Primos
environment.

Please check with your office procedures for printing
report files.

When your report is through the batch queue after
printing, a message similar to the following appears on
the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)  
at 13:55
```

```
Job CASE223R.135356.CPL for LKOHR  
(#10732) completed
```

NOTE:

On the output, if the case land status is PN
(Pending) and there is no document number, the
date of the Pending action appears in the
Document Number field.



Press **REDISPLAY PAGE** to clear the message and
return to the form.

NOTE:

This message may not appear while you are in
the report form. However, it does not interrupt your
process if you press **REDISPLAY PAGE**.

3.1 TWPALL/Township Summary Form (CASE150F - Page 2)

This page allows you to view and print township and case land data for various cases within the System. Page 2 displays basic survey, case and case land information for each land description meeting the selection criteria you identified on Page 1.

From this page of the TWPALL form, you may scroll through the retrieved data, access the On-line Case Abstract form (CASE151F) directly.

When you access the TWPALL/Township Summary Form - Page 2 from the TWPALL/Township Summary Form (CASE150F - Page 1), TWPALL - Page 2 appears as shown in Figure 7, with your cursor next to the Land Num field.

```

CASE150F      BLM Interim LIS  --  TWPALL/Township Summary      22-APR-92
Mer Twp      Rng  Sec      Act Date      Cnty/Bor
28 0060S 0740W 009      Act/Land      DO ANCHORAGE DISTRICT
Case Status  PENDING      Adm Agcy      RA
Land Status      Case Type 256100 Doc Type      Num      NR 03 ROW WOTH

```

Num	P	Case	Serial Number	Sec	Aliquot	Srvy Type/Num	TR	BK	LT	Acres
=>00004	AK	RA	031271	009		S USS 009569			3	19.0000
00008	AK	RA	031271	009		S USS 009569				10.0000
00007	AK	RA	031271	010		S USS 009569			3	.8700
00005	AK	RA	031271	015		S USS 009569			3	2.5000
00002	AK	RA	031275	010		S USS 009569			5	10.0000
00001	AK	RA	031275	011		S USS 009569			5	10.0000
00005	AK	RA	031275	014		S USS 009569			5	10.0000
00006	AK	RA	031275	015		S USS 009569			5	10.0000
00005	AK	RA	031276	009		S USS 009569			1	9.9800
00006	AK	RA	031276	010		S USS 009569			1	30.0000

```

<Show Keys=KP1> <Exit=Esc X> <ABSCAN=Esc B> <New Criteria=Esc C>

```

```

v Char Mode: Replace Page 2 Count: 10

```

Figure 7 TWPALL/Selection Criteria - (CASE150F - Page 2)

The TWPALL Form (CASE150F - Page 2) displays multiple case land records. The top portion, or block, of the form displays general information, i.e. Meridian, township, range, section, case status, land status, action date, action/land, adm agcy, case type, doc type, doc number, cnty/bor, district, resource area, native region and row width.

NOTE:

You may not access the first block of this form. The data in the previously mentioned fields provide visual checks only.

The second block of the form, where the cursor appears next to the Land Number field, provides a multiple record block of data.

In addition to the Land Number, the second block of the TWPALL Form (CASE150F - Page 2) contains the parcel identifier (P), case serial number (in five fields), section, aliquot part, survey type (with a brief description), survey number, tract, block, lot and acres.



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to move the cursor up and down through the retrieved records.

This form organizes displayed records according to case serial number and then by section within the specified meridian, township and range. For each land record meeting the criteria you entered on the TWPALL Selection Criteria Page (CASE150F - Page 1), the System displays one record.

You have several options in using this form to scroll, print the current screen, access On-line Case Abstract, or enter new criteria. Instructions to perform these tasks appear in the legend line at the bottom of the form.



To scroll through the retrieved land records, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys. As you scroll through the records, the data change in the first block, as that information relates directly to the land description and case selected by the cursor.



To access a limited number of the records retrieved in the initial query from page 1, press **ENTER QUERY** with the cursor in the Land Number field.

All of the fields in the lower block of page 2 clear for you to enter query parameters.

Press **NEXT FIELD** to move the cursor from field to field. Type the query parameters using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve those land records that meet your query parameters and also fall within the initial query from page 1.

Example:

Press ENTER QUERY.

Press NEXT FIELD to move the cursor into the P field.

Type A in the field.

Press EXECUTE QUERY.

All land records in the specified criteria on page 1 that are in Parcel A appear on the screen.



To print a screen display (see graphic output example on the following pages) on your terminal screen or hard-copy report, press the **ORACLE PRINT** key to return to the Do You Want to (V)iew, (P)rint, (C)ount, or (S)creen Display ? field.

Refer to page 1 documentation for printing options.



To access On-line Case Abstract for a specific Case Serial Number, use the **NEXT/PREVIOUS RECORD** keys to select a particular land record and case serial number.

Press **NEXT BLOCK** to continue to the On-line Case Abstract Menu Page (CASE151F - MENU) when the cursor points to the case you want to view.

The System carries forward the case serial number from the selected case land record into the On-line Case Abstract Menu Page (CASE151F - Menu).

Refer to the On-line Case Abstract Form (CASE151F) documentation for instructions on how to use the Case Abstract Form.

Example of TWPALL Screen Display

ADM-STATE: AK TWPALL/TOWNSHIP SUMMARY PAGE 1
 MER: 13 FAIRBANKS MER Twp: 0010S Rng: 0030W
 RA: BOR:

SERIAL	MER	TWP	RNG	CASETYPE	STATUS	ANCSA
NUM P LD STAT NR	US RIGHTS	SEC ALIQ PARTS	SURVEY	TR BK LT	ACRES	
DOC TYPE	DOC NUM					
AKF 035229	13	1S	3W	282101/FED AID HIGHWAY(SEC 10	AUTHORIZED	0
00001 AI	11			14 N2NW		3.0280
AKFF 043184	13	1S	3W	007500/MISC NON-COUNT	CLOSED	0
00001 RJ	11			9 N2NESESE		5.0000
AKFF 057295	13	1S	3W	384101/MC- LODE CLAIM	RECORDED	0
00001	11			13 SW		.0000
00002	11			14 SE		.0000
AKFF 057296	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0
00001	11			13 NW		.0000
00002	11			14 NE		.0000
AKFF 057297	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0
00001	11			13 SW		.0000
AKFF 057298	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0
00001	11			13 S2		.0000
AKFF 057299	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0
00001	11			13 W2		.0000
AKFF 057709SM	13	1S	3W	380901/SURFACE MGT MINING AK	PENDING	0
00001	11			13 S2W2		.0000
AKFF 057710	13	1S	3W	384101/MC- LODE CLAIM	RECORDED	0
00001	11			13 W2		.0000
.						
.						
.						

ADM-STATE: AK TWPALL/TOWNSHIP SUMMARY PAGE 2
 Mer: 13 FAIRBANKS MER Twp: 0010S Rng: 0030W
 RA: BOR:

SERIAL	MER	TWP	RNG	CASETYPE	STATUS	ANCSA
NUM P LD STAT NR	US RIGHTS	SEC ALIQ PARTS	SURVEY	TR BK LT	ACRES	
DOC TYPE	DOC NUM					
AKF 059685	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0
00003	11			1 SESESE M 002488		.0000
AKF 059689	13	1S	3W	384201/MC- PLACER CLAIM	CLOSED	0
00001 NV	11			1 SW		.0000
00002 NV	11			12 NW		.0000
AKF 079339	13	1S	3W	265204/CIRI-GSA POOL	CLOSED	7
00001 CV	11 754			16 E2SWSWNW		5.0000
00003 CV	11 754			16 NENWNWSW		2.5000
00002 CV	11 754			16 W2SESWNW		5.0000

AUTHORIZED: 5.0000
 CONVEYED TOTAL: 12.5000
 REJECTED/REVOKED: 5.0000

*** END of CASE150R ***

TWPALL Report - Off-line

CASE150R BUREAU OF LAND MANAGEMENT - INTERIM LIS									
ADM-STATE: ALASKA TWPALL/TOWNSHIP SUMMARY									
Mer: 13 FAIRBANKS MER Twp: 0010S Rng: 0030W									
RA: BOR: NAT REG:									
SERIAL	MER	TWP	RNG	CASETYPE	STATUS	ANCSA			
NUM P LD STAT NR	US RIGHTS	SEC ALIQ PARTS	SURVEY	TR BK LT	ACRES				
DOC TYPE	DOC NUM								
AKF 035229	13	1S	3W	282101/FED AID HIGHWAY(SEC 10	AUTHORIZED	0			
00001 AI	11			14 N2NW		3.0280			
AKFF 043184	13	1S	3W	007500/MISC NON-COUNT	CLOSED	0			
00001 RJ	11			9 N2NESESE		5.0000			
AKFF 057295	13	1S	3W	384101/MC- LODGE CLAIM	RECORDED	0			
00001	11			13 SW		.0000			
00002	11			14 SE		.0000			
AKFF 057296	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0			
00001	11			13 NW		.0000			
00002	11			14 NE		.0000			
AKFF 057297	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0			
00001	11			13 SW		.0000			
AKFF 057298	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0			
00001	11			13 S2		.0000			
*** END of CASE150R ***									

CASE150R BUREAU OF LAND MANAGEMENT - INTERIM LIS									
ADM-STATE: AK TWPALL/TOWNSHIP SUMMARY									
Mer: 13 FAIRBANKS MER Twp: 0010S Rng: 0030W									
RA: BOR: NAT REG:									
SERIAL	MER	TWP	RNG	CASETYPE	STATUS	ANCSA			
NUM P LD STAT NR	US RIGHTS	SEC ALIQ PARTS	SURVEY	TR BK LT	ACRES				
DOC TYPE	DOC NUM								
AKF 059685	13	1S	3W	384201/MC- PLACER CLAIM	RECORDED	0			
00003	11			1 SESESE M 002488		.0000			
AKF 059689	13	1S	3W	384201/MC- PLACER CLAIM	CLOSED	0			
00001 NV	11			1 SW		.0000			
00002 NV	11			12 NW		.0000			
AKF 079339	13	1S	3W	265204/CIRI-GSA POOL	CLOSED	7			
00001 CV	11	754		16 E2SWSWNW		5.0000			
00003 CV	11	754		16 NENWNWSW		2.5000			
00002 CV	11	754		16 W2SESWNW		5.0000			
AUTHORIZED:						5.0000			
CONVEYED TOTAL:						12.5000			
REJECTED/REVOKED:						5.0000			



To re-enter selection criteria, a different meridian, township and range, press the CLEAR FORM/ROLL-BACK key, identified in the legend line as New Criteria. The System returns the cursor to the Meridian Field on the TWPALL Selection Criteria Form (CASE150F - Page 1).

You may now enter new selection criteria to retrieve additional TWPALL/Township Summary information.

The remainder of this section provides brief descriptions of each field on the TWPALL/Township Summary Form (CASE150F - Page 2). The *Interim System Reference Guide* provides detailed descriptions of these and other fields.

NOTE:

None of the fields on this page are entry fields. You may only view the retrieved data. Use the Update Forms within Case Processing to edit data.

Mer/Twp/Rng/Sec - This group of four fields displays the meridian, township, range and section for the current case land description selected by the cursor in the second block of this form. The System carries forward the meridian, township and range values from the selection criteria page and enter new meridian, township and range values, these fields will not change on the summary page.

Case Status - The ten-character case status field describes the case status of the case currently selected by the cursor in the second block of the form. The case status is set by action codes, e.g., 02 - Pending, 01 - Void, etc....

Land Status - This two-character field identifies the current status of the land selected by the cursor in the second block of this form. Land status is also set by actions through an action to land tie. Typical land status code abbreviations include: PA - Patented, RJ - Rejected, CV - Conveyed, etc....

Act Date (Action Date) - This 11-character field contains the date of the last action taken on the current land selected by the cursor. See the Action/Land field for a description of the last action taken.

Act/Land (Action/Land Relationship) - This 24-character field identifies the last action taken on the current land selected by the cursor in the second block of this form. Only the action description appears, not the action number or action code, i.e., TENTATIVE APPRV GIVEN, not 013 for the action number associated to the land in this case.

NOTE:

An association is made between an action record and a land record within the Case Processing environment using the Update Action/Land Relationship Form (CASE101F). This connection must exist before any actions affect lands.

- DE 2929** **Adm Agcy (Administrative Agency)** - This 24-character field identifies the agency that maintains administrative jurisdiction over federal surface (land) resources, e.g., **Forest Service, National Park Service, BLM**, etc.... DE 2929 contains a valid list of adm agency codes. This information carries forward from the Legal Land Description table and the case land record page for the current case.
- DE 2961** **Case Type** - This six-digit field contains a six-digit numeric code identifying the type of the case, e.g., Oil & Gas, Mining Claim, Coal, etc.... Data Element 2961 contains a list of valid case type codes. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).
- Doc Type (Document Type)** - This two-character field identifies the type of document associated with the selected land, if any, e.g., **TA** - Tentatively approved, **PA** - Patent, etc.
- Num (Document Number)** - This eight-digit field contains the number of the document affecting the current land record, if any.
- DE 0002** **Cnty/Bor (County/Borough)** - This 18-character field identifies the county or borough in which the case land description exists. Data Element 0002 contains a valid list of county/borough codes. This information carries forward from the Legal Land Description table and the case land record page for the current case.

NOTE:

Because some sections reside in more than one county or borough, it is possible for this field to contain incorrect Cnty/Bor data. If you notice a discrepancy in the accuracy of this field, or any other field, contact your Data Administrator or Supervisor.

DE 0419

DO (District Office) - This 18-character field identifies the BLM district office responsible for managing the BLM lands included in the case land record description. Data Element 0419 contains valid district designations. District office information is accurate to the section level only.

DE 0419

RA (Resource Area) - This 18-character field identifies the BLM resource area responsible for managing the BLM lands included in the case land record description. Data Element 0419 contains valid resource area codes. Resource area information is accurate to the section level only.

NOTE:

If your state does not have resource areas (i.e., Alaska or Eastern States), this field will not contain any data.



Nat Reg (Native Region) - This 18-character field identifies the Native Region responsible for managing the BLM lands described in the current case land description selected in the second block of this form.

Row Wdth (Row Width) - This 6-digit field contains the width of the right-of-way easement, channel, or corridor. Generally, this value is in feet.

Land Num (Land Number) - This five-digit field contains the land number associated with an individual land description for a case. The land number is assigned sequentially for each case, however; as the TWPALL form sorts by section, the land numbers may not be in sequential order. In addition, not all land descriptions for a case may appear on this form in response to your query because of deletions of land

descriptions or because some land records reside in a different township than that specified township in your selection criteria.

Each land number is associated to a land description. Often a land description, through the land number, is associated to an action taken within the case. If there is an action/land relationship established for the current land description selected by the cursor, the action description appears in the Action/Land field in the first block of this form.

In addition, actions establish case status and land status through the action/land relationship. Thus, the case status and land status may change for individual land records (land numbers) within a single case, identifying lands withdrawn, rejected, patented, etc....



P (Parcel) - This single-character field contains the parcel identifier for each specific parcel of land in a case, particularly Native Allotments in Alaska. Each land description may contain only one parcel identifier.

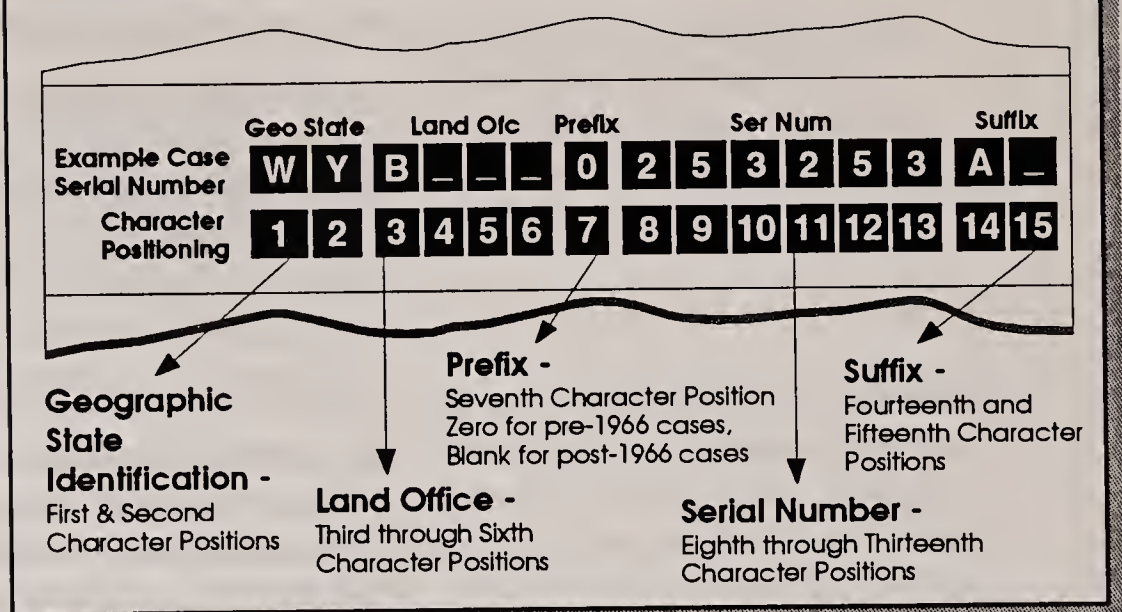
NOTE:

The System associates the parcel identifier to the land through the action applying the parcel to a case. This action to land relationship appears in the Action/Land field in the first block of this form. Only case type 256100 permits parcel identification.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all land, mineral and mining claims case files. All other data associated to a case are linked via the case serial number and the customer ID.

Structure of the case serial number for lands and minerals follows the established standard BLM method of case file numbering. The 15-character code consists of five parts structured as depicted in the Case Serial Number Positions graphic.

Case Serial Number Positions



Example:

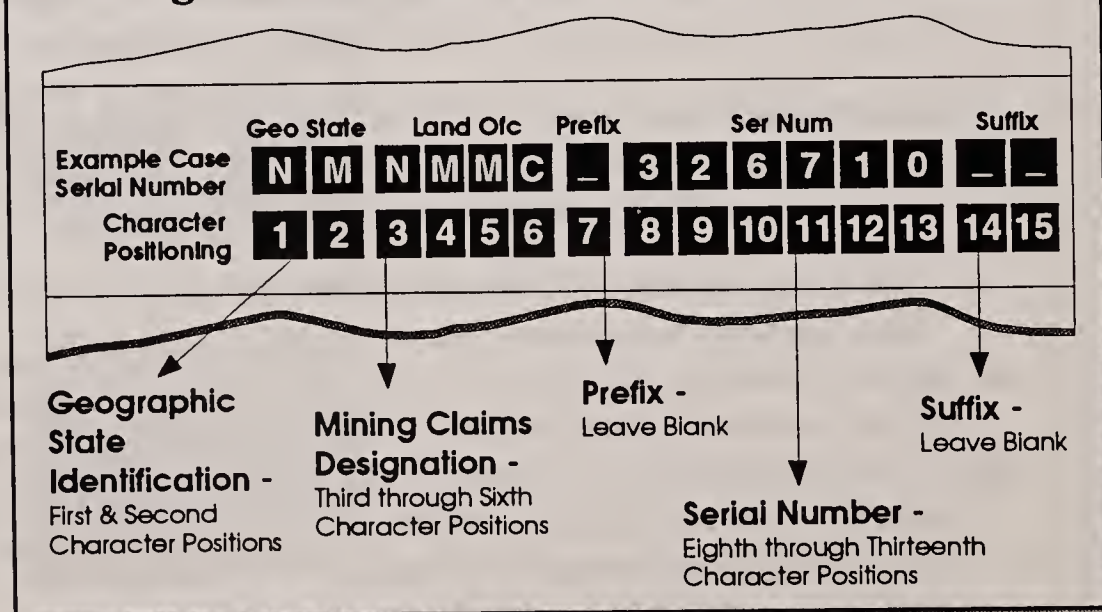
W Y W _ _ _ _ 6 0 0 4 7 8 _ _
 A K F F _ _ _ 0 4 3 7 8 4 _ _
 M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



For mining claim cases, the structure of the case serial number differs, with the same 15-character position fields, in that the mining claim designation replaces the land office designation of the lands and minerals case serial number. Mining claims case serial numbers structure appears in the Mining Claims Case Serial Number Positions graphic.

Mining Claims Case Serial Number Positions



Example:

N M N M M C _ 0 0 3 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.

Sec (Section) - This three-digit field identifies the section or sections associated with the current case land description.

DE 2904 Aliquot (Aliquot Part) - This ten-character alphanumeric field designates the aliquot parts of the case land for the current case land description. If the case is a mining claim case, the Aliquot Part field contains the quadrant of the mining claim. An aliquot part is a subdivision of a section resulting from a series of halving and/or quartering of the section. Data Element 2904 defines aliquot parts designations.

DE 3131 Srvy Type (Survey Type) - This single-character alphanumeric field identifies the type of survey used to define the current case land description. Data Element 3131 contains valid survey codes

DE 3118 Srvy Num (Survey Number) - This seven-character alphanumeric field identifies the survey number used in identifying the case land. Data Element 3118 defines the survey number. The survey number can be a number and/or a letter assigned to an area of land as the result of a survey. The survey number also identifies areas such as lots, tracts, homestead entries, mineral surveys, etc....

NOTE:

Asterisks, **, appear in the Tract, Block or Lot fields, the value exceeds the two-character space. Check for additional information on the comprehensive case land page in the TWPALL report or the On-line Case Abstract Form (CASE151F).

DE 3118 **TR (Tract)** - This field contains the two-character alphanumeric identification of the tract defined within the cadastral survey. A cadastral surveyed tract is an irregular subdivision of land, variable in acreage, at large within a township, and normally identified by a number larger than 36. Data Element 3118 contains definitions of tract when entered as PLSS data. Tracts may be lotted.

BK (Block) - This field contains the two-character alphanumeric identification of a block defined within a townsite. This survey description includes a survey number, as a further definition of the survey.

LT (Lot) - This field contains the two-character alphanumeric identification of a lot defined within a subdivided survey using nominal aliquot part designations. This field indicates that a method other than aliquot parts may have been used in defining an acquired sublot area.

DE 1777 **Acres (Case Land Acres)** - This ten-digit field specifies the number of acres assigned to this case land record. The total acres entered for the current case land record description are shown here, including any rejected, withdrawn, patented, etc... acres for the case. Refer to the Land Status field for additional information concerning the status of the lands. See Data Element 1777 for a description of case land acres.



To exit this form, press EXIT at any time to return to the last accessed menu.

3.2 Township Status Display (CASE303F)

```

CASE303R                                BUREAU OF LAND MANAGEMENT - INTERIM LIS                                24-MAY-91
ADM-STATE: ALASKA                                TOWNSHIP STATUS DISPLAY                                PAGE 1
MERIDIAN: FAIRBANKS MER                                TOWNSHIPS: 0010N RANGE: 0030W
CASE TYPE: 256700 NR ALASKA

      ( 6 )  ( 5 )  ( 4 )  ( 3 )  ( 2 )  ( 1 )
      0      0      0      6      4      3
      ( 7 )  ( 8 )  ( 9 )  (10)  (11)  (12)
      0      1      3      19     14     14
      (18)  (17)  (16)  (15)  (14)  (13)
      0      0      1      14     13     9
      (19)  (20)  (21)  (22)  (23)  (24)
      0      0      3      11     12     15
      (30)  (29)  (28)  (27)  (26)  (25)
      0      1      3      6      11     4
      (31)  (32)  (33)  (34)  (35)  (36)
      1      0      1      1      4      1

TOT CASES NOT CODED TO SECTION: ( 0 )  TOT CASES IN TOWNSHIP: ( 129 )

*** END of CASE303R ***

```

The Township Status Display (CASE303F) produces an 80-column report containing the number of cases within each section of a township using selection criteria entered on the Township Status Display Form (CASE303F). The Township Status Display, above, contains the following data: cases per section within a township, total cases for the township, total cases not coded to section within the township. The report output contains the same information displayed on-screen.

When you select the Township Status Display option from the Land Reports Menu, the Township Status Display Form (CASE303F) appears as shown in Figure 1, with your cursor in the Meridian field.

This form has two primary functions in identifying the number of cases which contain land descriptions for each section within a specified township. You may generate a hardcopy report of the township status display, or simply query the System for a screen display on the diagram to the right of the selection criteria. A single case may appear more than once in the section count, as a case may contain more than one land description within the township.

CASE303F		BLM Interim LIS - Township Status Display		14-APR-92			
Cases per Section with:		(6)	(5)	(4)	(3)	(2)	(1)
MERIDIAN: [REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TOWNSHIP: [REDACTED] RANGE: [REDACTED]		(7)	(8)	(9)	(10)	(11)	(12)
CASE TYPE		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
or							
MASK: [REDACTED]		(19)	(20)	(21)	(22)	(23)	(24)
CASE STATUS: [REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Destination P PR0 Queue Type 1		(30)	(29)	(28)	(27)	(26)	(25)
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<Query=KP8> <TWPALL=Esc B> LOU		(31)	(32)	(33)	(34)	(35)	(36)
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Not Coded to Section: [REDACTED]		Total Cases in Township: [REDACTED]					
Char Mode: Replace Page 1		Count: *0					

Figure 1 Township Status Display Form (CASE303F)

WARNING:

You must enter a complete meridian, township and range description, and either a case type or mask code when using this form.

Meridian-Township-Range - This group of fields contains the meridian, township and range values which identify a particular area of land. Refer to the *Interim System Reference Guide* for additional information regarding these fields.

The Township Status Display Form (CASE303F) uses the meridian, township and range data to query the System for the number of cases which contain a land description within each section of the specified township. When using this form, you must complete all three of these fields.



Type the meridian code. Press NEXT FIELD to continue to the Township field.

If you do not enter a meridian code, the following message appears in the message line:

Field must be entered

If you enter an invalid meridian code, the following message appears in the message line:

ERROR: Invalid Meridian Code

If you do not know the appropriate meridian code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Meridian LOV Screen (DICT114), Figure 2, all valid meridian codes appear in the Code field with a corresponding description in the Description field. Your cursor appears in the Code field.

Code	Description
00	NO LAND DESC
01	1ST PM
02	2ND PM
03	3RD PM
04	4TH PM IL
05	5TH PM
06	6TH PM
07	BLACK HILLS MER
08	BOISE MER
09	THICKSAW MER

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 2 Meridian LOV Screen (DICT114)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid meridian values displayed on the Meridian LOV screen.

You may also query a particular meridian value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the first record of the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or both fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query parameters.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current meridian value and carry it back to the form.

Press EXIT to exit the meridian LOV screen without retrieving any of the displayed values.

NOTE:

If you enter one of the special meridian codes, 00.98 or 99, you may type 0 in the Township and Range fields to zero-fill these fields.



Type the township. Press NEXT FIELD to continue to the Range field.

If you do not enter a township, the following message appears in the message line:

Field must be entered

If you enter an invalid township direction, the following message appears in the message line:

**ERROR: Invalid Township direction,
must be N or S.**



Type the range. Press NEXT FIELD to continue to the Case Type field.

If you do not enter a range, the following message appears in the message line:

Field must be entered

If you enter an invalid range direction, the following message appears in the message line:

**ERROR: Invalid Range direction,
must be E or W.**

NOTE:

You must enter either a case type or mask code to complete the township query.

DE 2961
or...
LOV ♥

Case Type - This six-digit numeric field contains the case type code identifying a particular type of case, e.g., 262000 State Grant, 384103 MC-Lode Claims-Nat Park, as one of your selection criteria. Data Element 2961 and LOV contain valid case type codes and descriptions.



Press NEXT FIELD to continue to the Mask Code field without entering a case type.

Type the case type, if appropriate. Press NEXT FIELD to continue to the Case Status field.

If you enter an invalid case type, the following message appears in the message line:

ERROR: Invalid Case Type code

If you do not know the case type code, press LOV to obtain an on-line list of valid codes.

LOV ♥

When you access the Case Type LOV screen, Figure 3, your cursor appears in the first record of the Code field.

DICT102F			BLM Interim LIS	27-MAR-92
			Case Type (2961)	
Code	Description	Legal		
000000	PUBLIC LAND (NO ACTION)	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED		
000001	ARER-ORIGINAL 13 STATES	PRESENT ARER ORIGINAL THIRTEEN STATES		
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE		
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON		
000004	LOUISIANA PURCHASE-1803	URCHASED FROM FRANCE ON APRIL 30, 1803		
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF		
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819		
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED		
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON		
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848		
<Select Current Value=Tab> <Exit=Esc X>				
v Char Mode: Replace Page 1			Count: 10	

Figure 3 Case Type LOV Screen (DICT102F)

There are three fields in the Case Type LOV screen, Code (Case Type Code), Description (Case Type code description), Legal (legal explanation of the Case Type code). Use the NEXT/PREVIOUS RECORD keys or the NEXT/PREVIOUS SET keys to scroll through the available options.

You may also ENTER and EXECUTE a query from any of the three fields within the Case Type LOV screen.

Press the ENTER QUERY key on your keyboard to clear the fields. Please note that the words ENTER QUERY appear in the Oracle status line across the bottom of the screen.

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key on your keyboard to query the database for data matching the parameters you entered.

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the retrieved values.

Press **NEXT FIELD** to retrieve the current value in the Case Type field on the form.

Press **EXIT** to exit the LOV screen without retrieving any value.

LOV ♥

Mask Code - This three-character alphanumeric code identifies a group of case types, established by a System user to meet his/her needs in accessing data for particular case types. Check with your Supervisor or Database Administrator for a list of valid mask codes. LOV contains valid mask codes and descriptions.



Type the mask code, if appropriate. Press **NEXT FIELD** to continue to the Case Status field.

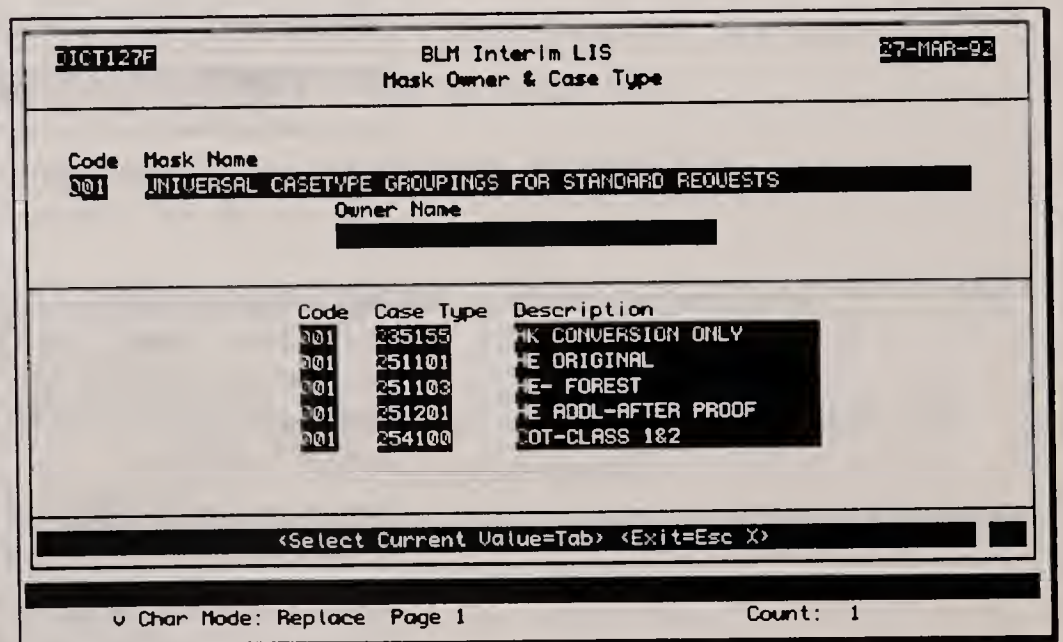
If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

If you do not know the appropriate mask code, press **LOV** to obtain an on-line list of valid codes.

LOV ♥

When you access the Mask Code LOV Screen (DICT127), Figure 4, from the Mask field, all valid mask codes appear in the Code field with a corresponding description in the Mask Name field. Your cursor appears in the Code field.



Code	Mask Name	Owner Name
001	UNIVERSAL CASETYPE GROUPINGS FOR STANDARD REQUESTS	

Code	Case Type	Description
001	235155	AK CONVERSION ONLY
001	251101	HE ORIGINAL
001	251103	HE- FOREST
001	251201	HE ADDL-AFTER PROOF
001	254100	DOT-CLASS 1&2

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 1

Figure 4 Mask Code LOV Screen (DICT127)

Use the *NEXT/PREVIOUS RECORD* keys to scroll through the valid mask codes and their descriptions. Only one mask code and description is visible at a time.

Included on the Mask Code LOV Screen are the following fields: Code, Mask Name, Owner (creator) Name, Case Type and Description. The Mask Name field provides the code description. The Owner Name field identifies the user/office who created the mask code. The Case Type field and Description field list the case types associated with the mask code and their descriptions.

In the LOV Screen, you may also query a particular mask code following the *ENTER/EXECUTE QUERY* procedures.

If you want to query from the Code, Mask Name or Owner Name fields, press *ENTER QUERY* in the first block, with your cursor in the Code field. If you want to query from the Code, Case Type or Description fields, press *ENTER QUERY* to clear the field, press *CANCEL*, and then press *NEXT BLOCK* to move the cursor into the Code field of the second block of data before pressing *ENTER QUERY* to query the System.

Press *ENTER QUERY* to clear the fields and place your cursor in the Code field. Use the *NEXT FIELD* key to move the cursor back and forth among the fields in the current block.

Type your query parameters in any of the fields, Code, Mask Name, Owner Name, Case Type or Description, using the wildcard character, *%*, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to accept the current mask code and carry it back to the form.

Press *EXIT* to exit the mask code LOV screen without retrieving any of the displayed values.

NOTE:

If you do not enter a case type or mask code, when you attempt to print your report or query the System, the following message appears in the message line, and the cursor remains in the Mask field:

**ERROR: Mandatory field has not
been entered**



Once you enter a meridian/township/range and a case type or mask code, you may execute a query for the on-screen display of township/section case information. Or, you may continue to the Case Status field to further limit your query.

Press EXECUTE QUERY to retrieve township information on the entered MTR and case type or mask.

DE 2586
or...
LOV ♥

Case Status - This optional two-digit field specifies a particular case status for limiting your query of the System. The case status of each case is set by action codes within the case.

Use this field to limit your query to cases within the specified meridian-township-range and case type/mask to only those cases which are authorized (04), pending (02), closed (07), etc....



Type the case status code, if applicable. Press NEXT FIELD to continue to the Destination field, or EXECUTE QUERY to retrieve the data in the graphic display on-screen to the right of the selection criteria.

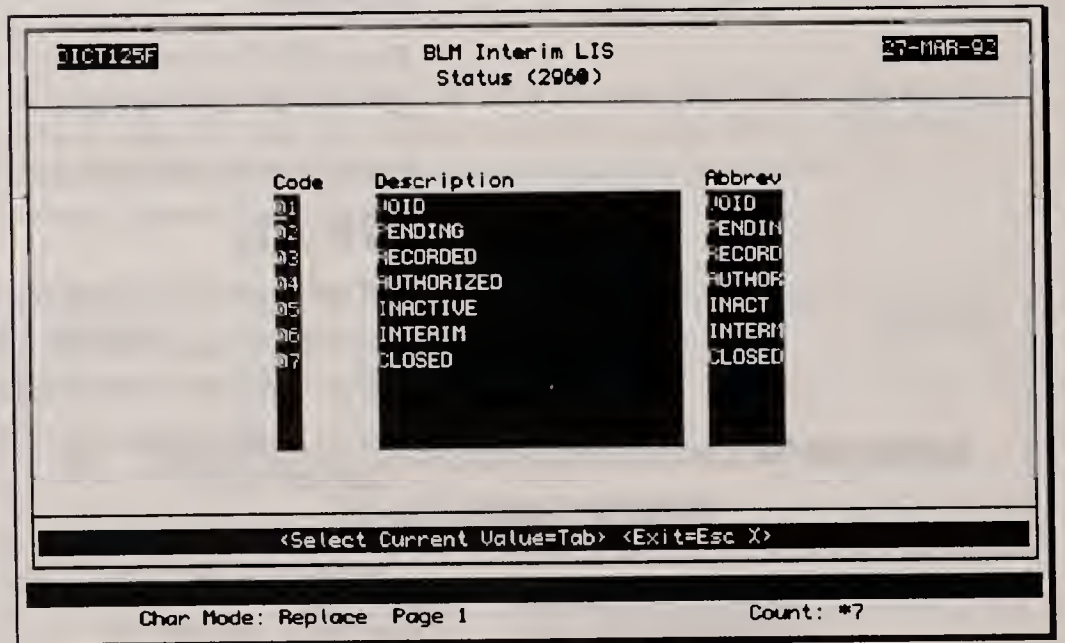
If you enter an invalid case status code, the following message appears in the message line:

ERROR: Invalid Case Status code

If you do not know the appropriate case status code, press LOV for an on-line list of valid codes.

LOV ♥

When you access the Case Status LOV Screen, Figure 5, all valid case status codes appear in the Code field with a corresponding description in the Description field. Your cursor appears in the Code field.



The screenshot shows a terminal window titled "DICT125F" with a subtitle "BLM Interim LIS Status (2960)". The date "27-MAR-92" is in the top right corner. The main area displays a table with three columns: "Code", "Description", and "Abbrev". The table lists seven case status codes: 01 (VOID), 02 (PENDING), 03 (RECORDED), 04 (AUTHORIZED), 05 (INACTIVE), 06 (INTERIM), and 07 (CLOSED). The cursor is positioned on the first row (01 VOID). Below the table, a message line reads "<Select Current Value=Tab> <Exit=Esc X>". At the bottom, the status bar shows "Char Mode: Replace Page 1" and "Count: *7".

Code	Description	Abbrev
01	VOID	VOID
02	PENDING	PENDING
03	RECORDED	RECORD
04	AUTHORIZED	AUTHOR
05	INACTIVE	INACT
06	INTERIM	INTERM
07	CLOSED	CLOSED

Figure 5 Case Status LOV Screen (DICT125F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid case status values displayed on the Case Status LOV screen. As there are only seven case status codes, all of the valid codes appear on one screen.

Locate the desired value using the NEXT/PREVIOUS RECORD keys, moving the cursor vertically through the values.

Press NEXT FIELD to accept the current case status value and carry it back to the form.

Press EXIT to exit the case status LOV screen without retrieving any of the displayed values.

NOTE:

Depending upon the System and your selection criteria, it may take the System several minutes to complete each field in the township diagram.

For each section in the township a number appears in the associated field. This number represents the number of cases recorded which contain a land description in the section.

The diagram also displays how many cases there are within the township, and how many cases within the township are not coded to a section.

NOTE:

From this form you may access the TWPALL Form (CASE150F) directly, carrying over the township entered here. Press NEXT BLOCK to access TWPALL. Please refer to the TWPALL documentation for usage instructions. When you exit TWPALL, the System returns to the Township Status Display form



Press EXIT to exit this form and return to the last accessed menu if you do not want a printed copy of the report or have no other queries

Continue to the Destination and Queue Type fields to print your query results and parameters in hardcopy output.

Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer or **F** for File, and; the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.

When you access the first part of the Destination field, the following message appears in the message line:

Enter destination type of (P)rinter
or (F)ile



Type **P** to print the report to a printer in hardcopy format. Press **NEXT FIELD** to continue to the second portion of the Destination field.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

ERROR: Enter F for File or P for
Printer destination



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

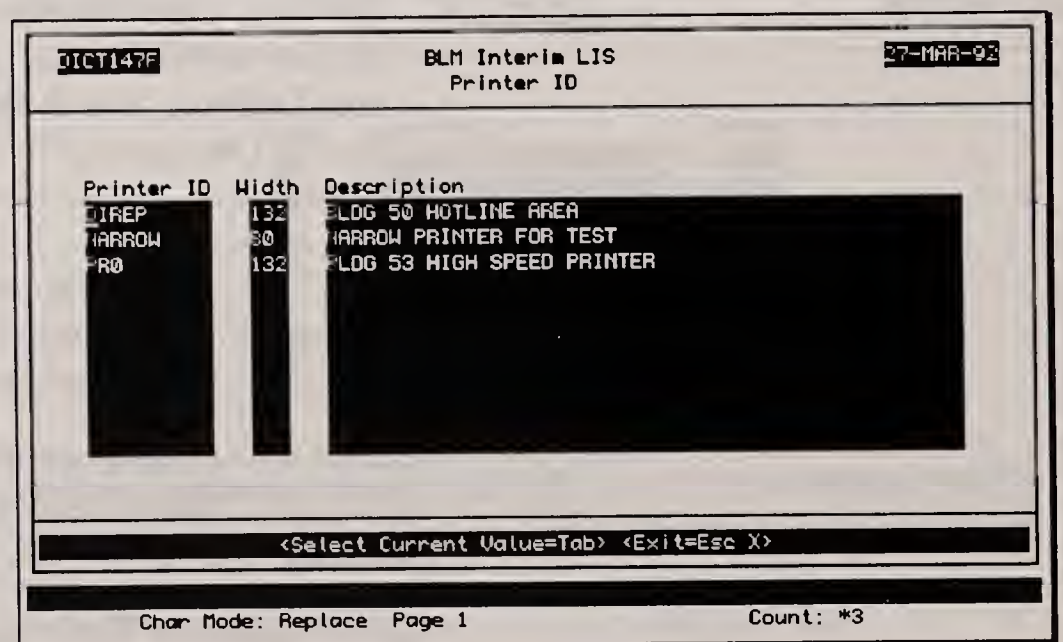
If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 6, from the Destination field, all valid printer IDs appear in the Printer ID LOV screen, with your cursor in the Printer ID field.



Printer ID	Width	Description
01REP	132	ELDG 50 HOTLINE AREA
02ARROW	80	ARROW PRINTER FOR TEST
03R0	132	ELDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 6 Printer ID LOV Screen (DICT147F)

Use the **NEXT/PREVIOUS RECORD** keys to scroll through the valid printer ID codes displayed on the LOV screen.

You may also query a particular value following the **ENTER / EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the columns and place your cursor in the first record of the **Printer ID** field. Use the **NEXT FIELD** key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to accept the current value and carry it back to the **Destination** field on the report form.

Press **EXIT** to exit the **LOV** screen without retrieving any of the displayed values.



Type **F** in the **Destination** field to print the report to a file for printing at a later time. Press **NEXT FIELD** to continue to the **Queue Type** field.

Queue Type - This single-character field specifies when the report will print, immediately or after business hours, and its priority within the System.

When you access the **Queue Type** field, one of the following messages appears in the message line:

Enter **E** to submit report on
Express queue or **N** for Normal queue
or
Enter **N** to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to queue your report in the appropriate queue. Press **COMMIT** to queue the report.

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is number 1 in EXPRS
or
JOBID #10731 is number 4 in NITE2

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue. The job number tells you where your report is in the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE223R.095608.RPT, resides in your originating directory on the Prime, outside the Oracle environment.



To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE223R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, neither the message nor pressing REDISPLAY PAGE interrupts your processes.

You may now enter criteria for another report or press EXIT to exit the form and return to the last accessed menu.

NOTE:

To delete a report from the System once you send it to a printer or a file, you must contact your Database Administrator or Supervisor to assist in locating the file or batch job and performing a Prime logout or file deletion.

This page intentionally left blank.

3.3 On-line Case Abstract Form

Introduction (CASE151F)

The On-line Case Abstract Form (CASE151F) is the third option in the Data Retrieval Functions Menu. This form contains 14 pages, including the Menu and Selection Criteria pages.

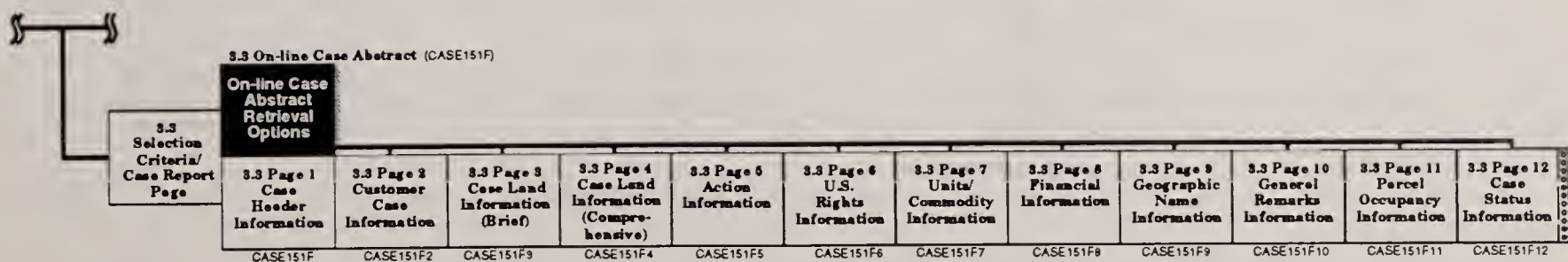
This form allows you to search, view and print case data on-line, off-line and through a screen display option. Case abstract data include: header record, customer case records, case land records (brief and comprehensive), action records, U.S. rights information, units/commodity information, financial information, geographic names, general remarks, parcel or occupancy information, and case status. Each of these options has its own page, or screen, within the On-line Case Abstract form.

This section of the documentation discusses how to use the On-line Case Abstract Form (CASE151F) to perform multiple data retrieval functions.

In addition to selecting the On-line Case Abstract option from the Data Retrieval Functions Menu, you may access the On-line Case Abstract form directly from the TWPALL form and any of the FIND forms in Data Retrieval. Refer to the specific form documentation for procedures on accessing On-line Case Abstract from the TWPALL environment.

When you access the On-line Case Abstract Form (CASE151F) to retrieve, view and print case data, the Selection Criteria page appears with the cursor in the Geo State field of the case serial number.

Each of the pages within the On-line Case Abstract Form (CASE151F) represents a particular type of record, e.g., header record, action records, case land records, financial records, etc..., specific to the case(s) accessed.



The current case serial number carries over from one page to the next throughout the form to provide visual verification of which case you are viewing.

Added features in the On-line Case Abstract Form (CASE151F) include the ability to generate a selective case abstract on-line (screen display) or an off-line (hard copy printout).

The off-line report and the screen display are identical in format and content. Refer to the example outputs on the following pages.

If you want to exit from any page within the On-line Case Abstract Form (CASE151F), press EXIT to return to the last accessed menu.

NOTE:

If you enter the On-line Case Abstract Form (CASE151F) directly through TWPALL or one of the FIND forms, you will return to that form when you exit On-line Case Abstract.

4-7-1992
PAGE 1

CASE230R BUREAU OF LAND MANAGEMENT - INTERIM LIS
ADM-STATE: ALASKA CASE ABSTRACT
CASE SERIAL NUMBER: AKA 031280
CASE STATUS:
CASE TYPE: 256100 ALASKA NATIVE ALLOTMENT
DISTRICT: ANCHORAGE DISTRICT OFFICE
BOROUGH:
TERM OF LEASE QTY: 0

CUSTID: 000028536 INT REL: APPLICANT PCT INT: .00000
CUST NAME: FOX MOSES
CUST ADDRESS: GENERAL DELIVERY
QUINHAGAK AK 99655

ACTION DATA

NUM DATE P CODE/DESC RMKS OFC EMPL
DOC TYPE NUM REC NO VOL ID BOOK PAGE MONEY AMT ACCT ADV
001 05-DEC-1979 A 001 APPLICATION FILED APPLICATION RECEIVED AJA DLC

.
.
.
007 05-JUN-1983 A REPORT REQUESTED BIA DAO MMJ

PEND-ENTY OTH: BUREAU OF INDIAN AFFAIRS
102 09-JUN-1992 A 860 ALLOTMENT CERT ISSUED TIG
PA 00090692

COMMODITY DATA

ACTION MEASUREMENT
NUM DESCRIPTION COMMODITY CODE QUANTITY MONEY AMOUNT

NO DATA FOUND

GENERAL REMARKS

FINAL PROTEST DATE 07/03/84
IN PPP WINDOW # 1562

FINANCIAL DATA

ACTION CODE DESCRIPTION MONEY TOTAL
No Data Found

PARCEL OCCUPANCY DATA

PARCEL OCC LAST ACT
CODE DATE CODE DATE DESC 2nd DATE TYPE
A 01- 08-1950 001 05-DEC-1979 APPLICATION FILED
B 01- 08-1950 001 05-DEC-1979 APPLICATION FILED
C 01- 08-1950 001 05-DEC-1979 APPLICATION FILED

FRC DATA

FRC CODE: SEA ACCESSION NUM: BOX NUM: BOX QNTY:

GEOGRAPHIC NAMES

No Data Found

LAND DESCRIPTION

NUM CASLND/
P STATUS/DOCID MER TWP RNG SEC ALIQUOT SURVEY TYPE/NUM ACRES
00001 A CV 9791205 28 5S 74W 3 USS 009665 69.960
ANCSA: 0 NR: 03 LOT 1
00002 C CV 9791205 28 4S 74W 27 USS 009532 8.000
ANCSA: 0 NR: 03 LOT 2
00003 B CV 9791205 28 4S 74W 16 USS 009531 24.000
ANCSA: 0 NR: 03 LOT 2
00004 A CV 9791205 28 5S 74W 4 USS 009665 10.000
ANCSA: 0 NR: 03 LOT 1
00005 C CV 9791205 28 4S 74W 21 USS 009531 16.970
ANCSA: 0 NR: 03 LOT 2
00006 C CV 9791205 28 4S 74W 26 USS 009532 31.980
ANCSA: 0 NR: 03 LOT 2
TOTAL CASE ACRES BALANCE: 159.9100
CONVEYED TOTAL: 159.9100
END OF CASE FILE: AKA 031280

Off-line Case File Abstract

CASE230R		BUREAU OF LAND MANAGEMENT - INTERIM LIS		4-7-1992				
ADM-STATE: ALASKA		CASE ABSTRACT		PAGE 1				
CASE SERIAL NUMBER: Akaa 031280								
CASE STATUS:								
CASE TYPE: 256100 ALASKA NATIVE ALLOTMENT								
DISTRICT: ANCHORAGE DISTRICT OFFICE								
BOROUGH:								
TERM OF LEASE QTY: 0								

CUSTOMER								
CUSTID: 000028536		INT REL: APPLICANT		PCT INT: .00000				
CUST NAME: FOX MOSES								
CUST ADDRESS: GENERAL DELIVERY								
QUINHAGAK AK 99655								

ACTION DATA								
NUM	DATE	P CODE/DESC	RKMS	OFC	EMPL			
DOC TYPE NUM	REC NO	VOL ID BOOK	PAGE	MONEY AMT	ACCT ADV			
001	05-DEC-1979	A 001 APPLICATION FILED	APPLICATION RECEIVED	AJA	DLC			
007 05-JUN-1983 A REPORT REQUESTED BIA DAO MMJ								
PEND-ENTRY OTH: BUREAU OF INDIAN AFFAIRS								
102 09-JUN-1992 A 860 ALLOTMENT CERT ISSUED TIG								
PA 00090692								

COMMODITY DATA								
ACTION	COMMODITY		MEASUREMENT					
NUM DESCRIPTION			CODE	QUANTITY	MONEY AMOUNT			
NO DATA FOUND								

GENERAL REMARKS								
FINAL PROTEST DATE 07/03/84								
IN PPP WINDOW # 1562								

FINANCIAL DATA								
ACTION CODE	DESCRIPTION		MONEY TOTAL					
No Data Found								

PARCEL OCCUPANCY DATA								
PARCEL OCC	LAST ACT		2nd DATE TYPE					
CODE DATE	CODE DATE	DESC						
A 01- 08-1950	001 05-DEC-1979	APPLICATION FILED						
B 01- 08-1950	001 05-DEC-1979	APPLICATION FILED						
C 01- 08-1950	001 05-DEC-1979	APPLICATION FILED						

FRC DATA								
FRC CODE: SBA	ACCESSION NUM:	BOX NUM:	BOX QNTY:					

GEOGRAPHIC NAMES								
No Data Found								

LAND DESCRIPTION								
NUM	P STATUS/DOCID	MER	TWP	RNG	SEC	ALIQUOT	SURVEY TYPE/NUM	ACRES
00001	A CV 9791205	28	5S	74W	3		USS 009665	69.960
ANCSA: 0 NR: 03							LOT 1	
00002	C CV 9791205	28	4S	74W	27		USS 009532	8.000
ANCSA: 0 NR: 03							LOT 2	
00003	B CV 9791205	28	4S	74W	16		USS 009531	24.000
ANCSA: 0 NR: 03							LOT 2	
00004	A CV 9791205	28	5S	74W	4		USS 009665	10.000
ANCSA: 0 NR: 03							LOT 1	
00005	C CV 9791205	28	4S	74W	21		USS 009531	16.970
ANCSA: 0 NR: 03							LOT 2	
00006	C CV 9791205	28	4S	74W	26		USS 009532	31.980
ANCSA: 0 NR: 03							LOT 2	
TOTAL CASE ACRES BALANCE:								159.9100
CONVEYED TOTAL:								159.9100
END OF CASE FILE: Akaa 031280								

3.3 Selection Criteria/Case Report Page (CASE151F)

This page of On-Line Case Abstract allows you to query the System for cases using a specific case serial number or various selection criteria, to view and print case data on-line, off-line and through a screen display option, and to count the number of pages in an abstract or series of abstract reports.

When you select the On-line Case Abstract option from the Data Retrieval Functions Menu, the selection criteria page of the On-line Case Abstract Form (CASE151F) appears as shown in Figure 1, with your cursor in the Geo State field of the case serial number.

Detailed descriptions of the fields on this page and appropriate entry data precede the instructions for each field. The *Interim System Reference Guide* contains additional field descriptions.

This section discusses each variable permitted on the selection criteria page.

CASE151F		BLM - On-Line Case Abstract - Selection Criteria					03-JUN-93	
[Case Ser Num	Geo St	Land Ofc	Prefix	Ser Num	Suffix]
			AK	FF		060958		
[Case Type	-		or	Mask]
		Case Status				Srvy Type		
		District						
		RR						
			--	or	--			
		Mer		Twp		Rng		
						Sec		
						--	or	
						Window		
<U>iew, <P>rint, <C>ount pages, <S>creen Display or <L>ocal print the data? <input checked="" type="checkbox"/>								
Destination			P	PR0	Queue Type		N	
<Keys=KP1> <Exit=Esc X> <Query=KP8> <Count=Esc Q>								
Char Mode: Replace Page 14 Count: *0								

Figure 1 Selection Criteria/Case Report Page - (CASE151F)

NOTE:

Once you begin entering a case serial number, the System verifies each subsequent field with the geo state. Thus, you must enter a complete case serial number before moving into the Do you want to (V)iew, (P)rint or (S)creen Display? field, or clear the entire case serial number before continuing to the Case Type field.

WARNING:

If you enter a case serial number, you may not enter any of the remaining selection criteria fields on this page.

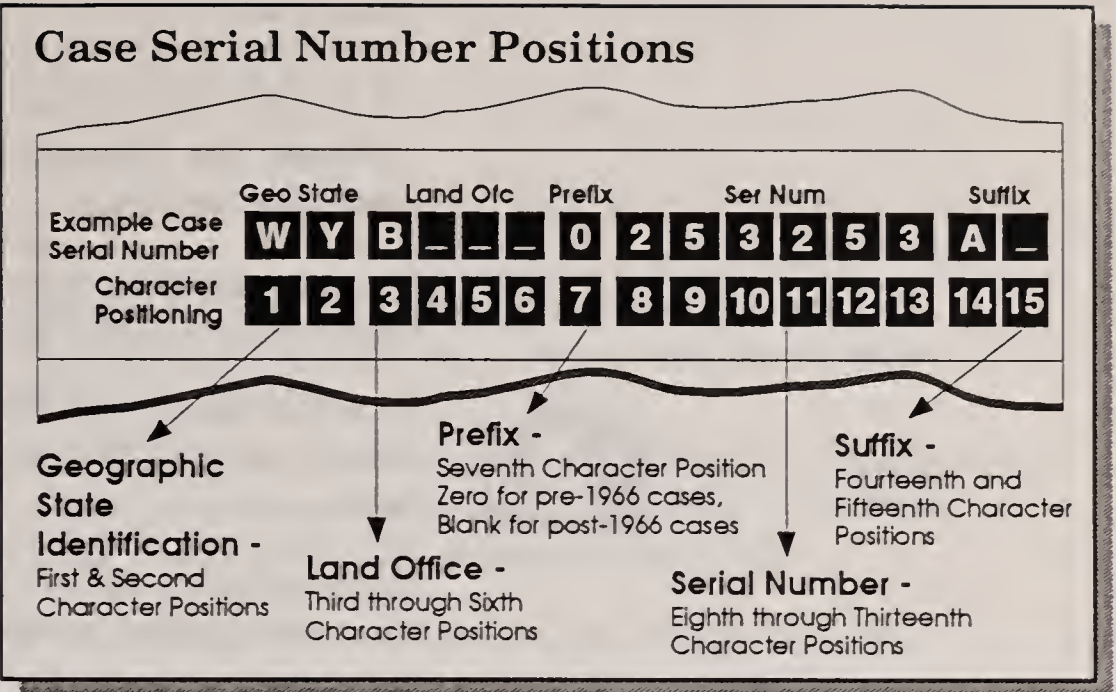
When you access this first page of the Line Case Abstract, the following message appears in the message line:

Enter Serial Number or <NEXT FIELD>
to go to other parameters

Press NEXT FIELD on the Geo State field without entering a value to continue to the Case Type field and other selection criteria.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies each land, mineral and mining claim case file in the System. All other data associated to a case are linked via the case serial number and the customer ID.

Structure of the case serial number for lands and minerals follows the established standard BLM method of case file numbering. The 15-character code consists of five parts structured as depicted in the Case Serial Number Positions graphic.



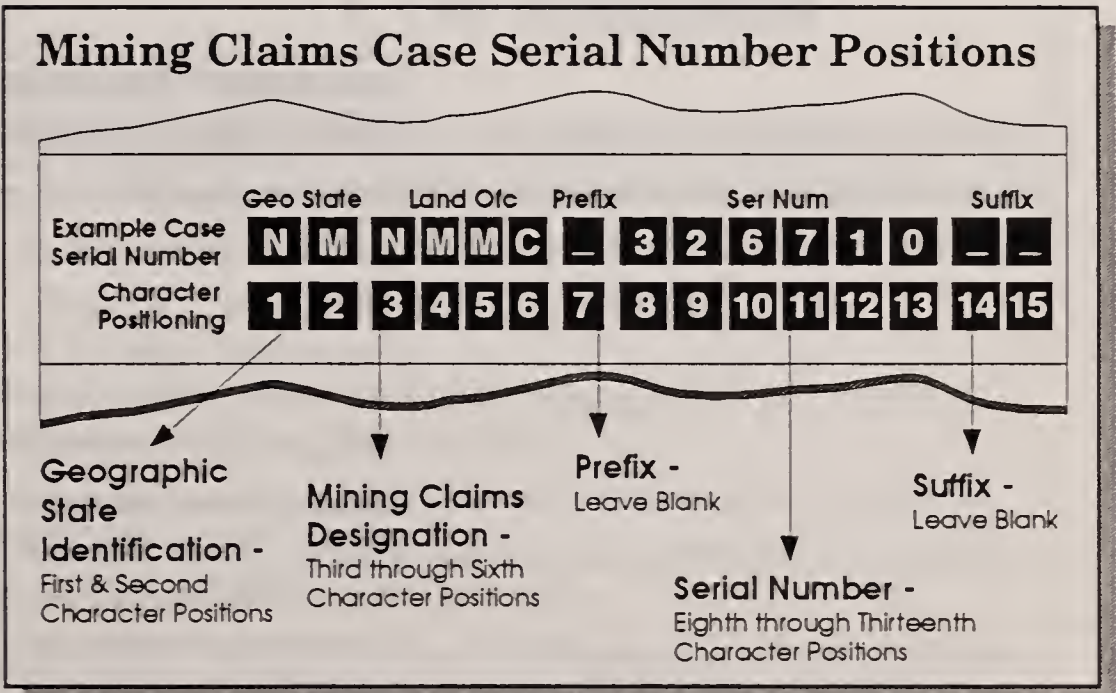
Example:

W Y W _ _ _ _ 6 0 0 4 7 8 _ _
 A K F F _ _ _ 0 4 3 7 8 4 _ _
 M T B L M A 0 0 2 4 7 6 3 _ _

Where the _ denotes a blank space in the case serial number.



For mining claim cases, the structure of the case serial number differs in that the mining claim designation replaces the land office designation of the lands and minerals case serial number. Mining claims case serial numbers structure appears in the Mining Claims Case Serial Number Positions graphic.



Example:

N M N M M C _ 0 0 3 7 8 6 _ _

Where the _ denotes a blank space in the case serial number.

If you do not enter a geographic state abbreviation, the cursor skips to the Case Type field.



Type the geographic state abbreviation in the Geo State field. Press NEXT FIELD to continue to the Land Office field.

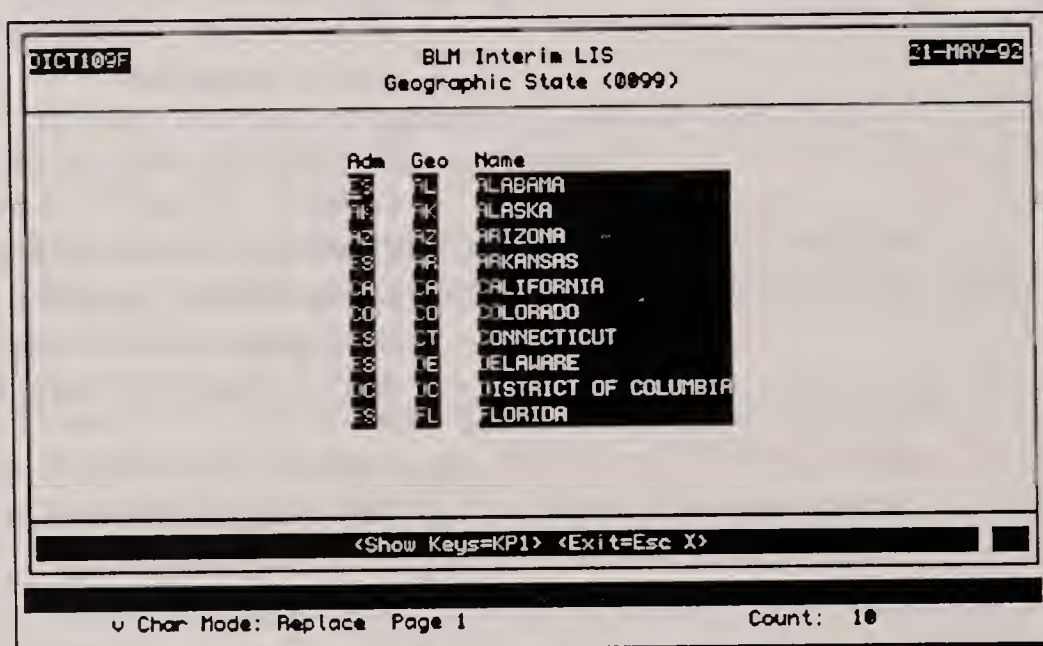
If you enter an invalid geographic state, the following message appears in the message line:

ERROR: Invalid Geo State

Press LOV to obtain an on-line list of valid geographic state abbreviations.

LOV ♥

When you access the Geographic State LOV screen, Figure 2, your cursor appears in the first record of the Adm field.



Adm	Geo	Name
AL	AL	ALABAMA
AK	AK	ALASKA
AZ	AZ	ARIZONA
AR	AR	ARKANSAS
CA	CA	CALIFORNIA
CO	CO	COLORADO
CT	CT	CONNECTICUT
DE	DE	DELAWARE
DC	DC	DISTRICT OF COLUMBIA
FL	FL	FLORIDA

Figure 2 Geographic State LOV Screen (DICT109F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid abbreviations.

Valid geographic state abbreviations appear in the Geo field.

You may query a particular code or group of codes using the standard ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place the cursor in the first record of the Adm field. Use the NEXT/PREVIOUS FIELD keys to move the cursor from field to field.

Type your query parameters in one or more fields using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys.

Press **NEXT FIELD** to retrieve the selected abbreviation.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed abbreviations.



Type the land office designation, or mining claim designation as appropriate, in the Land Office field. Press **NEXT FIELD** to continue to the Prefix field.

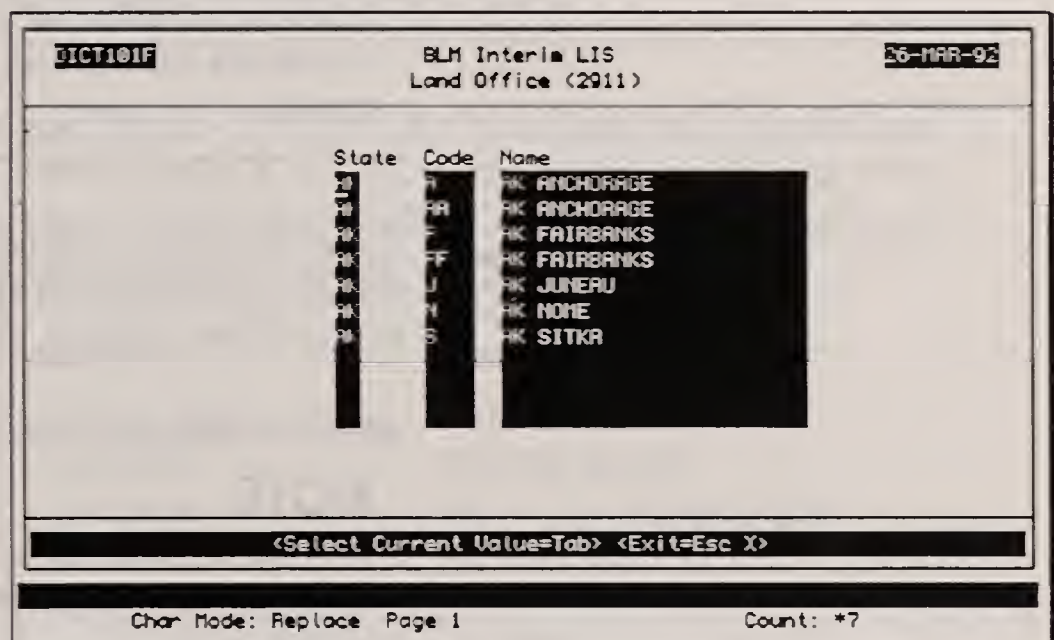
If you enter an invalid land office designation, the following message appears in the message line:

ERROR: Invalid Land office

Press **LOV** to obtain an on-line list of valid on-line land office codes for the entered geographic state.

LOV ♥

When you access the Land Office LOV screen, Figure 3, your cursor appears in the first record of the State field.



The screenshot shows a terminal window titled "DICT101F" with a header "BLM Interior LIS Land Office (2911)" and a date "26-MAR-92". The main area displays a list of states and codes. The first record is highlighted with a cursor.

State	Code	Name
AK	AK	ANCHORAGE
AK	AK	ANCHORAGE
AK	F	FAIRBANKS
AK	FF	FAIRBANKS
AK	J	JUNEAU
AK	N	NOME
AK	S	SITKA

Below the list, a message line reads: "<Select Current Value=Tab> <Exit=Esc X>". At the bottom, the status bar shows "Char Mode: Replace Page 1" and "Count: *7".

Figure 3 Land Office LOV Screen (DICT101F)

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid codes.

Only valid land office codes for the entered geographic state appear.

You may query a particular code or group of codes using the standard **ENTER/EXECUTE QUERY** procedures.

Press **ENTER QUERY** to clear the fields and place the cursor in the first record of the State field. Use the **NEXT/PREVIOUS FIELD** keys to move the cursor from field to field.

Type your query parameters in one or more fields using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the **LOV** screen without retrieving any of the displayed codes.



Type the prefix, if appropriate, in the Prefix field. Press **NEXT FIELD** to continue to the Serial Number field.

If you enter an invalid prefix, the following message appears in the message line:

ERROR: Only 0 or blank allowed

NOTE:

The Prefix field contains a zero or remains blank, as shown in the case file. Case serial numbers assigned between July 1, 1908 and June 30, 1966 contain a zero in this position. Current case serial numbers do not use a prefix and this field remains blank.



Type the serial number in the Ser Num field, leaving unused positions blank. Press **NEXT FIELD** to continue to the Suffix field.

NOTE:

The System does not verify the actual serial number until after you enter the suffix, if applicable.



Type the suffix designation in the Suffix field. Press **NEXT FIELD** to query the System and continue to the View, Print, Count, or Screen Display field.

If you enter an invalid case serial number, the following message appears in the message line:

ERROR: Invalid Serial Number

Use the PREVIOUS FIELD key to move the cursor back through the Case Serial Number fields or press CLEAR FORM to clear the fields and return the cursor to the Geo State field. Edit the fields as needed, pressing NEXT FIELD to continue to the next field.

NOTE:

If you do not enter any portion of the Case Serial Number fields, your cursor moves directly into the Case Type field when you press NEXT FIELD on the blank Geo State field.

WARNING:

Choose your selection criteria carefully when not entering a specific case serial number. If you enter vague, non-specific, criteria, you may cause severe performance deterioration of the System and delays in retrieving data.

DE 2961
Or...
LOV ♥

Case Type - This optional six-digit field identifies a type of case, e.g., Oil & Gas, Mining Claim, Coal, etc.... Data Element 2961 and LOV maintain lists of valid case type codes.

Example:

Case Type Code	Function
262000	STATE GRANT
262009	OR - IL SELECTION
262099	TO BE DEFINED

NOTE:

You may also use a mask code, identifying multiple case types, instead of a single case type. Press NEXT FIELD to continue to the Mask field without entering a case type.



Type the case type code to limit your selection criteria to a particular case type. Press NEXT FIELD to continue to the second Case Type field.

The second Case Type field defaults to the same value entered in the first Case Type field.



Type the second case type code to specify a range of case types to query. Accept the default if you want to query only one case type. Press NEXT FIELD to continue to the Case Status field.

Example:

Type 311111 in the first Case Type field. Press NEXT FIELD.

Type 311212 in the second Case Type field to identify a range of case types from 311111 to 311212 as selection criteria.

If you enter an invalid case type code, the following error message appears in the message line:

ERROR: Invalid Case Type

If you do not know the correct case type, press the LOV key for an on-line list of valid case type codes.

LOV ♥

When you access the Case Type LOV screen, Figure 4, your cursor appears in the first record of the Code (Case Type Code) field.

DICT102F		BLM Interim LIS	27-MAR-92
		Case Type (2961)	
Code	Description	Legal	
000000	PUBLIC LAND (NO ACTION)	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED	
000001	AREA-ORIGINAL 13 STATES	PRESENT AREA ORIGINAL THIRTEEN STATES	
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE	
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON	
000004	LOUISIANA PURCHASE-1803	PURCHASED FROM FRANCE ON APRIL 30, 1803	
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF	
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819	
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED	
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON	
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848	
<Select Current Value=Tab> <Exit=Esc X>			
v Char Mode: Replace Page 1		Count: 10	

Figure 4 Case Type LOV Screen (DICT102F)

There are three fields in the Case Type LOV screen, Code (Case Type Code), Description (Case Type code description), Legal (legal explanation of the Case Type code). Use the NEXT RECORD / PREVIOUS RECORD keys or the NEXT SET / PREVIOUS SET keys to scroll through the available options.

You may also ENTER and EXECUTE a query from any of the columns within the Case Type LOV screen.

Press the **ENTER QUERY** key on your keyboard to clear the fields.
Note that the words **ENTER QUERY** appear in the status line across the bottom of the screen.

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

LOV Example:

Code	Description	Legal
	NATIVE%	

Press **ENTER QUERY**. Press **NEXT FIELD** to move the cursor into the **Description** field. Type **NATIVE%** in the **Description** field. Press the **EXECUTE QUERY** key to query the database for matching responses within these fields.

The System returns the following data,

Code	Description	Legal
256400	NATIVE TOWNSITE	05-25-1926; 044STAT0629; 43USC733-736
256401	NATIVE TOWNSITE	06-08-1955;
265302	NATIVE GROUP SEL-AK	12-18-1971; 085STAT0688; 4USC1601
265400	NATIVE RES-AK;ANCSA19B	12-18-1971; 085STAT0688; 43USC1601

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the values returned in response to your query.

If you enter a query with no valid matches in the System, the following message appears in the message line of the LOV screen:

Query caused no records to be retrieved.
Re-enter.

Press **NEXT FIELD** to retrieve the current value.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

NOTE:

The cursor skips the Mask field if you enter a case type code or range of case types.

LOV ♥

Mask - This optional three-character alphanumeric code identifies a group of case types. Mask codes are established by a System user to meet his/her needs in accessing data for particular case types. Check with your Supervisor or Database Administrator, or press LOV for a list of valid mask codes.



Type the mask code to specify a group of case types to limit the abstract selection criteria. Press NEXT FIELD to continue to the Case Status field.

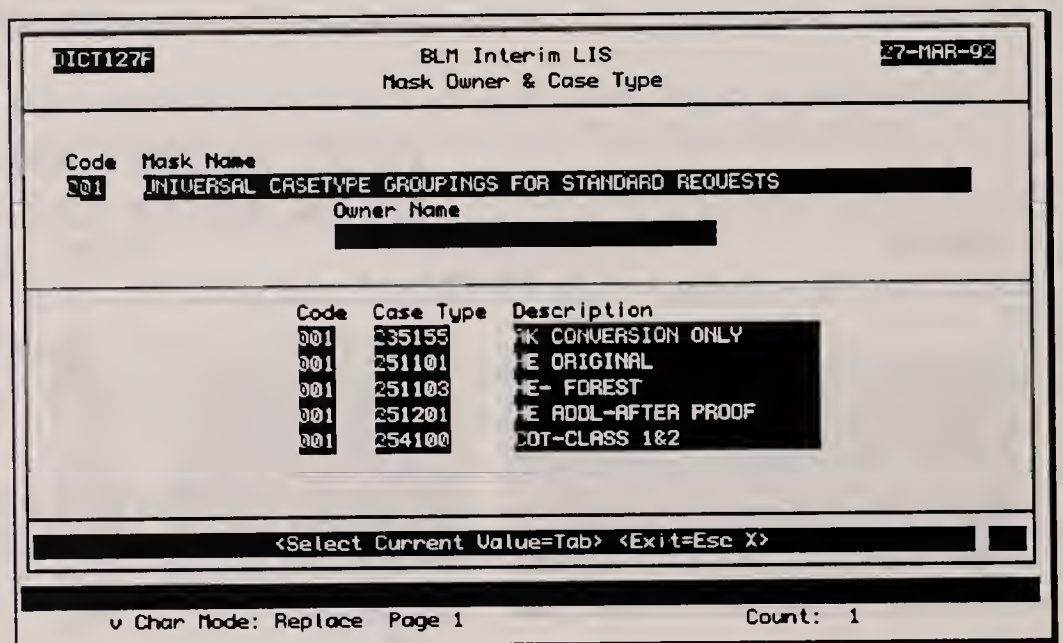
If you enter an invalid mask code, the following message appears in the message line:

ERROR: Invalid Mask Code

If you do not know the correct mask code, press the LOV key for an on-line list of Mask values.

LOV ♥

When you access the Mask LOV screen, Figure 5, your cursor appears in the first record of the Code (Mask Code) field.



Code	Mask Name	Owner Name
001	UNIVERSAL CASETYPE GROUPINGS FOR STANDARD REQUESTS	

Code	Case Type	Description
001	235155	PK CONVERSION ONLY
001	251101	HE ORIGINAL
001	251103	HE- FOREST
001	251201	HE ADDL-AFTER PROOF
001	254100	DOT-CLASS 1&2

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 1

Figure 5 Mask Code LOV Screen (DICT127F)

There are multiple fields in the Mask Code LOV screen, Code (Mask Code), Mask Name (Title of the Mask Code), Owner Name (who designated the Mask Code), Mask Code with Case Type and Description (Case Type code description). The last three fields identify the case types included in the current Mask Code.

Use the NEXT/PREVIOUS RECORD keys to scroll through the available mask code options.

You may also ENTER and EXECUTE a query from any of the fields within the Mask Code LOV screen.

Press the ENTER QUERY key on your keyboard to clear the fields. Note that the words ENTER QUERY appear in the status line across the bottom of the screen.

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

Use the **NEXT/PREVIOUS RECORD** keys to scroll through the mask code values returned in response to your query. You may also move the cursor into the **Case Type** field to view the case types assigned to each mask code.

If you enter a query with no valid matches in the System, the following message appears in the message line of the LOV screen:

**Query caused no records to be retrieved.
Re-enter.**

Press **NEXT FIELD** to retrieve the current value.

LOV WARNING:

Your cursor must be in the first Mask Code field to exit or retrieve data from this form.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

DE 2586
Or...
LOV ♥

Case Status - This optional two-character alphanumeric field identifies the status of the case set by action codes. Data Element 2586 and LOV contain valid case status codes.

NOTE:

Case status is considered corporate data, and is set by action codes: e.g., action code 001 - **Case Established**, sets case status at 02 - **Pending**.



Type the case status code to limit your selection criteria to a particular case status. Press **NEXT FIELD** to continue to the Survey Type field.

If you enter an invalid status code, the following message appears in the message line:

ERROR: Invalid Status Code

If you do not know the appropriate case status code, press LOV to obtain an on-line list of valid case status codes.

LOV ♥

When you access the Case Status LOV screen, Figure 6, your cursor appears in the first record of the Code (Case Status Code) column.

Code	Description	Abbrev
01	VOID	VOID
02	PENDING	PENDING
03	RECORDED	RECORDED
04	AUTHORIZED	AUTHORIZED
05	INACTIVE	INACTIVE
06	INTERIM	INTERIM
07	CLOSED	CLOSED

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *7

Figure 6 Case Status LOV Screen (DICT125F)

Use the **NEXT RECORD** / **PREVIOUS RECORD** keys to scroll through the available case status code options. As there are only seven valid case status codes, it is unlikely you will need to enter and execute a query.

You may also **ENTER** and **EXECUTE** a query from any of the fields within the Case Status Code LOV screen.

Press the **ENTER QUERY** key on your keyboard to clear the fields. Note that the words **ENTER QUERY** appear in the status line across the bottom of the screen.

Use the **NEXT FIELD** key to move the cursor from one field to the next.

Type your query parameters, using the wildcard character, %, as needed.

Press the **EXECUTE QUERY** key to query the database for data matching the parameters you entered.

Use the **NEXT RECORD** / **PREVIOUS RECORD** keys to scroll through the case status code values returned in response to your query.

If you enter a query with no valid matches in the System, the following message appears in the message line of the LOV screen:

**Query caused no records to be retrieved.
Re-enter.**

Press **NEXT FIELD** to retrieve the current value.

Press **EXIT** to exit the LOV screen without retrieving any values.

DE 3131
Or...
LOV ♥

Srvy Type (Survey Type) - This optional single-character alphanumeric field identifies the type of survey performed as described in a particular case land record. A survey type indicates the kind of subdivisional component of a public land survey appropriate for this case land. Data Element 3131 and LOV contain valid survey type codes.



Type the survey type code if you want to limit your abstract search to cases with land descriptions using a particular survey type. Press NEXT FIELD to continue to the District field.

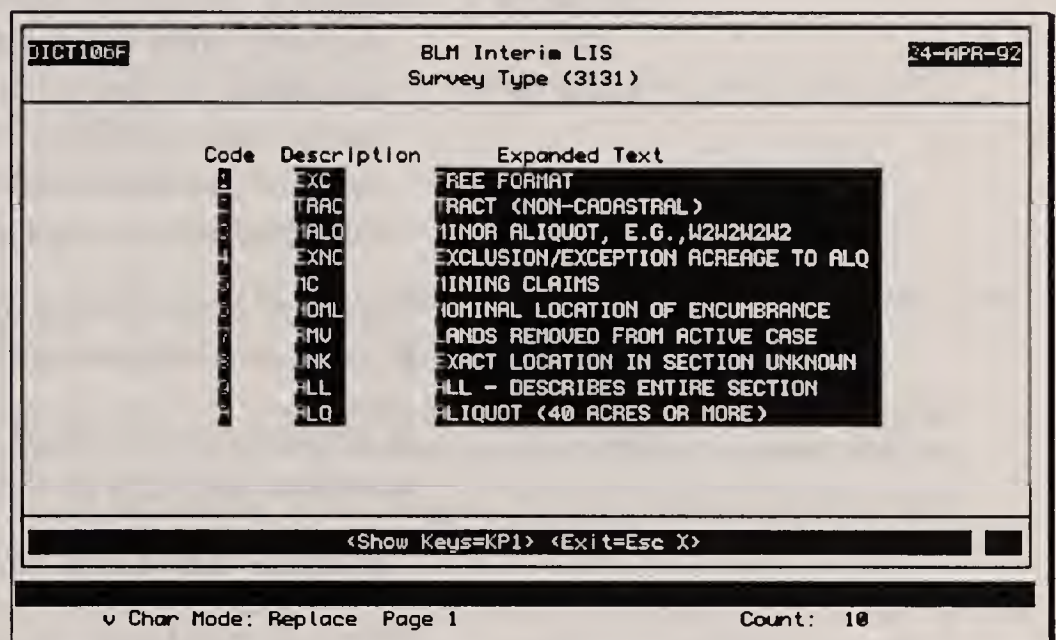
If you enter an invalid survey type code, the following message appears in the message line:

ERROR: Invalid Survey Type

If you do not know the appropriate survey type code, press LOV to access the on-line list of valid codes.

LOV ♥

When you access the Survey Type LOV screen, Figure 7, from the Srvy Type field, all valid codes appear in the Code field, with corresponding descriptions in the Description field and the cursor in the first position of the Code field.



The screenshot shows a terminal window titled "DICT106F" with a header "BLM Interim LIS Survey Type (3131)" and a date "24-APR-92". The main content is a table with three columns: Code, Description, and Expanded Text. The table lists various survey type codes and their corresponding descriptions. At the bottom of the screen, there is a status bar with the text "<Show Keys=KP1> <Exit=Esc X>" and a footer with "v Char Mode: Replace Page 1" and "Count: 10".

Code	Description	Expanded Text
EXC	FREE FORMAT	
TRAC	TRACT (NON-CADASTRAL)	
ALQ	MINOR ALIQUOT, E.G., W2W2W2	
EXNC	EXCLUSION/EXCEPTION ACREAGE TO ALQ	
IC	MINING CLAIMS	
NOML	NOMINAL LOCATION OF ENCUMBRANCE	
AMU	LANDS REMOVED FROM ACTIVE CASE	
UNK	EXACT LOCATION IN SECTION UNKNOWN	
ALL	ALL - DESCRIBES ENTIRE SECTION	
ALQ	ALIQUOT (40 ACRES OR MORE)	

Figure 5 Survey Type LOV Screen (DICT106F)

Use the NEXT/PREVIOUS RECORD keys to scroll through the valid survey type codes.

You may also query for a particular survey type following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or more of the fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Press the **NEXT FIELD** key to move the cursor into the Description field. Type **M%** in the Description field.

Press **EXECUTE QUERY** to retrieve all survey type data in the database where the description begins with **M**.

Locate the desired value using the **NEXT/PREVIOUS RECORD** keys, moving the cursor vertically through the codes.

Press **NEXT FIELD** to retrieve the current value.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

NOTE:

If you enter a District Office (and Resource Area), you cannot enter MTR or window data.

DE 0419
Or...
LOV ♥



District (District Office) - This optional two-digit numeric code represents the BLM district office responsible for the area identified in the case land record descriptions. Data Element 0419 and LOV contain available district designations. District Office information is accurate to the section level only.

Type the appropriate district office code. Press **NEXT FIELD** to continue to the Resource Area field.

If you enter an invalid district office code, the following message appears in the message line.

ERROR: Invalid District

If you do not know the appropriate code, press **LOV** to obtain an on-line list of district office and resource area codes. Both the district office and resource area codes appear in this LOV screen.

LOV ♥

When you access the District / Resource Area / Planning Unit LOV screen, Figure 8, from the District Office or Resource Area fields, all valid DO and RA values appear in the Dist and RA fields with the cursor in the first position of the Adm State field.

Use the **NEXT/PREVIOUS RECORD** and **NEXT/PREVIOUS SET** keys to scroll through the valid District Office and Resource Area values displayed.

DICT126F		BLM Interim LIS		27-APR-92	
District/Resource Area/Planning Unit (0419)					
Adm	State	Dist	RA	PU	Description
AK		04			ANCHORAGE DISTRICT OFFICE
AK		05			GLENNALLEN DISTRICT OFFICE
AK		06			ARCTIC DISTRICT OFFICE
AK		07			KOBUK DISTRICT OFFICE
AK		08			STEESE/WHITE MTNS DISTRICT OFFICE

<Show Keys=KP1> <Exit=Shift-F10> LOU

Char Mode: Replace Page 1 Count: *5

Figure 8 District/Resource Area/Planning Unit LOV Screen (DICT126F)

You may also query for a particular value following the *ENTER / EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the fields and place your cursor in the Adm State field. The Adm State defaults to the Administrative state in which your System resides.

Type your query parameters in one or more fields, using the *NEXT FIELD* key to move from field to field, and using the wildcard character, %, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

LOV Example:

Press *ENTER QUERY*.

Press *NEXT FIELD* to move the cursor to the Description field.

Type *GLEN%* in the Description field.

Press *EXECUTE QUERY* to retrieve all District Office and Resource Area codes containing *GLEN* in the description.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to retrieve the current code.

Press *EXIT* to exit the LOV screen without retrieving any of the displayed codes.

NOTE:

If you do not enter a district office code, the cursor skips the Resource Area field.

DE 0419
Or...
LOV ♥

RA (Resource Area) - This optional two-digit numeric code represents a BLM resource area responsible for a specified region with a BLM district. Data Element 0419 and LOV contain valid resource area codes. Resource area information is accurate to the section level only.

NOTE:

If your state does not have resource areas (e.g., Alaska and Eastern States), you will not need to complete this field.



Type the resource area code in the space provided. Press **NEXT FIELD** to continue to the Meridian field.

If you enter an invalid resource area code, the following error message appears in the message line:

ERROR: Invalid Resource Area

LOV ♥

If you do not know the appropriate resource area code, refer to the LOV screen discussed for the District Office field. Press LOV to access the District/Resource Area Code/Planning Unit LOV screen.

NOTE:

If you entered a district office (and resource area), the District Office and Resource Area fields blank out when you enter a meridian.

Example:

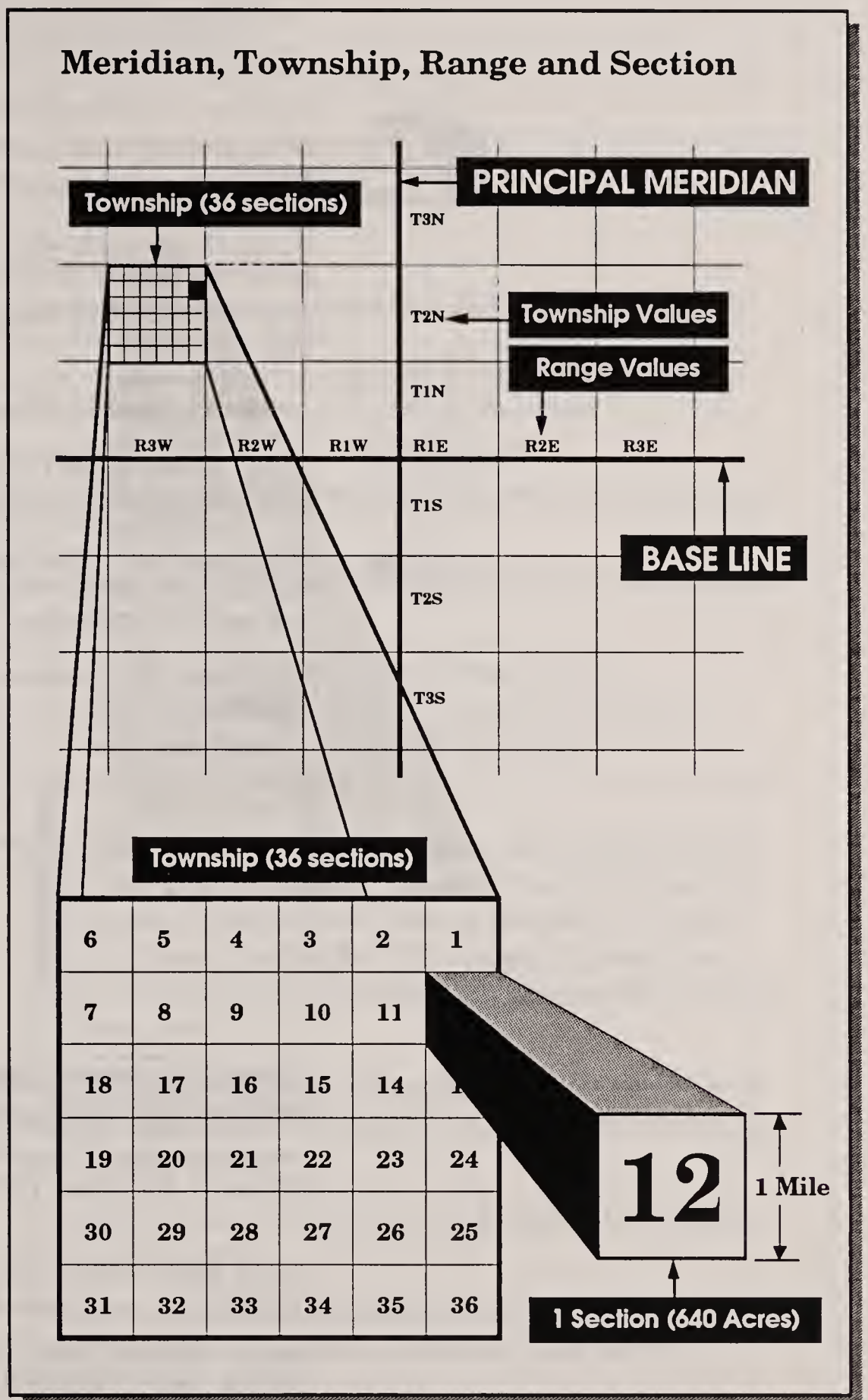
T2N, R3E

This six-mile square parcel would be located two townships (tiers) north of the base line and three ranges east of the meridian.

NOTE:

You may enter either an MTRS or a window code. If you enter a meridian value, you must complete the Township and Range fields as well, or return to the Meridian field and clear the field.

Enter an MTRS to limit your case abstract retrieval to a specific case land area. Each case retrieved must contain the entered land description.



DE 1703
or...
LOV ♥

Mer (Meridian) - This two-character alphanumeric field identifies the meridian code describing the location of a piece of land. Data Element 1703 and LOV contain a list of possible meridian codes. A meridian is a line extending north and south from an initial point which establishes the basis for measuring ranges east and west in the PLSS states.



Type the meridian code beginning on the left side of the field, leaving unused positions blank. Press NEXT FIELD to continue to the Township field.

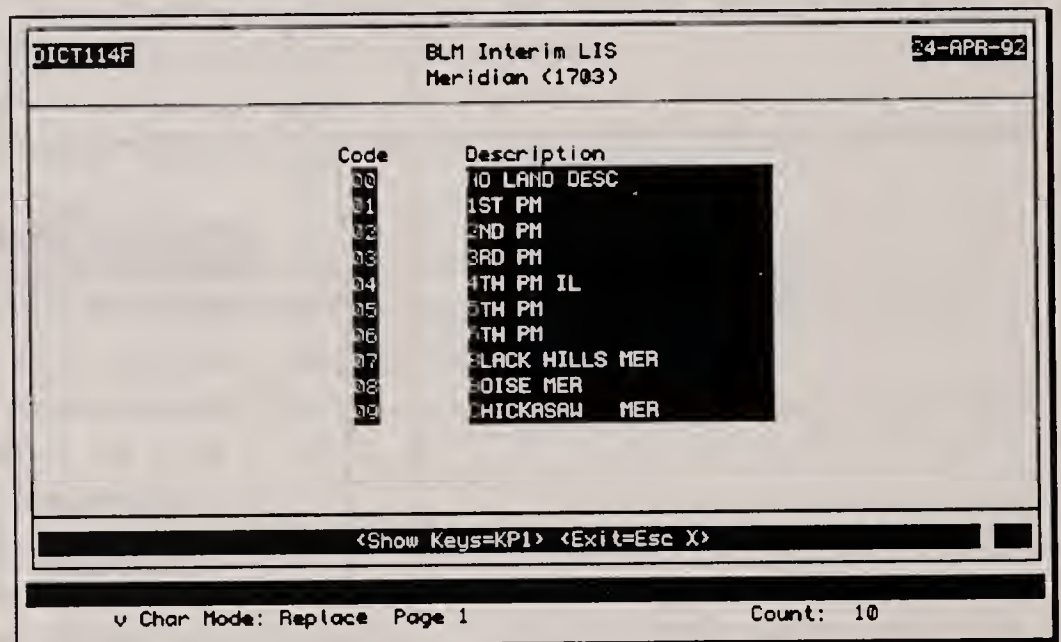
If you enter an invalid meridian code, the System returns the cursor to the beginning of the Mer field and displays the following error message in the message line:

ERROR: Invalid Meridian

If you do not know the correct meridian value, press LOV to obtain an on-line list of valid meridian codes.

LOV ♥

When you access the Meridian LOV Screen, Figure 9, from the Meridian field, all valid meridian codes appear with the cursor in the first record of the Code field.



The screenshot shows a terminal window titled "DICT114F" with a header "BLM Interim LIS Meridian (1703)" and a date "24-APR-92". The main content is a table with two columns: "Code" and "Description". The table lists meridian codes from 00 to 09 and their corresponding descriptions. The cursor is positioned at the first record (Code 00).

Code	Description
00	NO LAND DESC
01	1ST PM
02	2ND PM
03	3RD PM
04	4TH PM IL
05	5TH PM
06	6TH PM
07	BLACK HILLS MER
08	BOISE MER
09	CHICKASAW MER

At the bottom of the screen, there is a status bar with the text "<Show Keys=KP1> <Exit=Esc X>" and a footer with "v Char Mode: Replace Page 1" and "Count: 10".

Figure 9 Meridian LOV Screen (DICT114F)

Use the NEXT/PREVIOUS RECORD keys and the NEXT/PREVIOUS SET keys to scroll through the valid meridian values.

You may also query a particular meridian value following the ENTER/EXECUTE QUERY procedures.

Press ENTER QUERY to clear the fields and place your cursor in the Code field. Use the NEXT FIELD key to move the cursor back and forth between the fields.

Type your query parameters in one or both field, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve data that match your query parameters.

LOV Example:

Press **ENTER QUERY**.

Use the **NEXT FIELD** key to move the cursor to the **Description** field.

Type **F%** in the **Description** field.

Code	Description
	F%

Press **EXECUTE QUERY**.

All codes with a description beginning with **F** and their corresponding codes appear in the fields.

Locate the desired value using the **NEXT / PREVIOUS RECORD** keys, moving the cursor vertically through the values.

Press **NEXT FIELD** to retrieve the selected code.

Press **EXIT** to exit the meridian LOV screen without retrieving any of the displayed values.

NOTE:

Although you may enter the three special Meridian codes (00, 98, 99), you may not enter 00000 in the Township and Range fields.

DE 1695

Twp (Township) - This five-character alphanumeric field identifies a township designation for a parcel of land. Data Element 1695 defines township, which is the PLSS designation for a tier extending north or south of a base line. The township designation consists of three parts:

The first three positions specify the whole number of the township, e.g., the first three positions of township 29 would be 029.

The fourth position contains the fractional township code, 0, 1, 2 or 3.

The fifth position identifies the direction from the base line. The only acceptable direction codes are **N** for north or **S** for south.

Township Field Positions

Existing Data	Fractional Codes	Direction	Entry Data
T29 N	0 = No Fraction	N = North	0290N
T29 1/4 S	1 = 1/4	S = South	0291S
T29 1/2 N	2 = 1/2	N = North	0292N
T29 3/4 S	3 = 3/4	S = South	0293S



Type the entire township designation, including all zeros, in the space provided. Press NEXT FIELD to continue to the Range field.

If you enter an invalid township, one of the following messages appears in the message line:

ERROR: Invalid Township

**ERROR: Invalid Township Direction,
must be N or S**

DE 1699

Rng (Range) - This five-character alphanumeric field contains the range designation for land descriptions within the System. Data Element 1699 defines range, which is the PLSS designation for township tiers east or west of a principal meridian. The range designation consists of three parts:

The first three positions of the field contain the whole number of the range, e.g., the first three positions of range 15 would be 015.

The fourth alphanumeric position contains the fractional range code. It can also be used to designate a duplicate or triplicate meridian-township-range number.

Range Field Positions

Existing Data	Township Codes	Fractional Codes	Direction Codes	Entry Data
R15 E	15	0 = No Fraction	E = East	0150E
R15 1/4 W	15	1 = 1/4	W = West	0151W
R15 1/2 E	15	2 = 1/2	E = East	0152E
R15 3/4 W	15	3 = 3/4	W = West	0153W
R 54 E (single)	54	0 = 1st MTR in multiple township set	E = East	0540E
R54 E (duplicate)	54	A = 2nd MTR (duplicate) with identical numbers	E = East	054AE
R54 E (triplicate)	54	B = 3rd MTR (triplicate) with identical numbers	E = East	054BE

To uniquely identify a second township with identical state-meridian-township-range numbering, add the letter **A** for a duplicate township to the north or east of the original township. Add the letter **B** for a triplicate township to the north or east of a duplicate township. See Data Element 1699 for an explanation and list of duplicate township numbers.

The fifth position is the direction from the meridian. The only acceptable direction codes are **E** for east or **W** for west.



Type the entire range designation, including zeros in the space provided. Press NEXT FIELD to continue to the Section field. If you enter an invalid range, one of the following message appears in the message line:

ERROR: Invalid Range

**ERROR: Invalid Range Direction,
must be E or W**

DE 2506

Sec (Section) - This three-character alphanumeric field contains the section designation identifying a specific section of land within the meridian, township and range. Data Element 2506 contains valid section designations.

A section is a major subdivision of a township, normally a quadrangle approximately one mile square and containing approximately 640 acres. Sections are numbered typically from 1 to 36 but can be numbered higher and in some states may include alphabetic characters.



Type the section beginning on the left side of the field provided, leaving unused positions blank. Press NEXT FIELD to continue to the Window field.

When you press NEXT FIELD after typing the Section code, the System validates the meridian, township, range and section combination. If you enter a section value inconsistent with the meridian, township and range, the following message appears in the message line:

**ERROR: Invalid Meridian/Township/Range/
Section combination**

To edit the Meridian, Township, Range and Section fields, press the PREVIOUS FIELD key to return the cursor to the appropriate field and type the new value.

NOTE:

If you entered a district office (and resource area), the District Office and Resource Area fields blank out when you press NEXT FIELD with a valid window code.

If you entered an MTRS value, the MTRS fields blank out when you press NEXT FIELD with a window code.

Window (Window Code) - This optional four-character alphanumeric code identifies a group of meridian, township, range and section values established by a System user.

If you do not want to limit your report to a particular window code, press NEXT FIELD to continue to the View, Print or Screen display field.



Type the window code, if desired. Press NEXT FIELD to continue to the View, Print, Count, or Screen display field. If you enter an invalid window code, the following message appears in the message line:

ERROR: Invalid Window Code

If you do not complete any selection criteria fields, the following message appears when you attempt to access the View, Print, Count, or Screen Display field:

ERROR: Must enter selection criteria

NOTE:

When you access the View, Print, Count, or Screen display, a message appears in the status line:

Querying Serial Numbers...

and a message in the message line follows indicating the number of records that will be retrieved by your query:

89 cases were retrieved

**Only the first 200 cases were retrieved,
there may be more cases**

Do you want to (V)iew, (P)rint, (C)ount pages, (S)creen display, or (L)ocal Print the data? - This single-character field specifies the type of action you are taking within the Abstract form. This required field defaults to **V** to view and continues to the On-line Case Abstract retrieval option page.

V allows you to view the data retrieved from the System that meet your selection criteria using the Oracle forms; **P** prints the data retrieved, after you specify a mini or full case abstract; **C** counts the total number of pages in the retrieved abstract(s); **S** provides a screen display, on-screen, of the abstract data; **L** allows you to print to a printer connected to your PC or terminal.



Type **V** to access the On-line Case Abstract Menu and view selected data one page at a time in the Oracle form environment. Press NEXT FIELD to continue to the On-line Case Abstract Retrieval Options page.

Type **C** to count the number of pages that would print the retrieved case abstract.

If you enter C, the screen blanks, displaying the following message while the System counts the number of pages in the abstract(s):

```
Working, please wait...
Building report - Enter Q to quit...
Building page 1
```

If you quit the report while counting pages, the following message appears:

```
Report status: aborted - 4 pages
Enter [Q]uit, [S]ee report, or [P]rint
```

This message tells you the report was aborted on page 4.

Type Q to return to the selection criteria page, S to generate a screen display of the report, or P to print a hardcopy of the report.

Type S to receive a screen display of the case abstract records retrieved. The screen clears to display the data separated by case serial number.

NOTE:

While in the screen display press Q and the NEXT FIELD key at the same time to cancel the screen display and return to the selection criteria page.

When the screen display completes, the screen returns to the abstract selection criteria page with the cursor in the View, Print, Count, or Screen display field.



Type P to print the data retrieved by your query. Press NEXT FIELD to continue to the Destination field.

Type L to print your case abstract report to a local printer attached to your terminal. Press NEXT FIELD to execute your choice and print to any recognized printer connected to your terminal or PC.

If you enter a character other than V, S, C, P, or L, the following message appears in the message line and your cursor remains in the field:

```
ERROR: Must enter V, P, S, C, or C
```




Destination - This two-part field contains the output type identifier, a single-character field which identifies the type of output: **P** for Printer, **F** for File; and the printer identifier, a ten-character field which specifies the printer if you choose **P** - printer as your destination.



Type **P** to print the abstract report to a printer in hard-copy format. Press **NEXT FIELD** to continue to the Queue Type field.

Press **EXIT** to exit the LOV screen without retrieving any of the displayed values.

If you enter a value other than **P** or **F** in the destination field, the following message appears in the message line:

**ERROR: Enter F for File or P for
Printer destination**



Type the printer ID in the second part of the Destination field. Press **NEXT FIELD** to continue to the Queue Type field.

If you enter an invalid printer identification code, the following message appears in the message line:

ERROR: Invalid Printer ID

If you do not know the correct printer ID, press **LOV** to obtain an on-line list of valid printer codes.

LOV ♥

When you access the Printer ID LOV Screen, Figure 10, from the Destination field, all valid codes appear, with your cursor in the Printer ID field.

Printer ID	Width	Description
DIREP	132	BLDG 50 HOTLINE AREA
NARROW	30	NARROW PRINTER FOR TEST
FR0	132	BLDG 53 HIGH SPEED PRINTER

<Select Current Value=Tab> <Exit=Esc X>

Char Mode: Replace Page 1 Count: *3

Figure 10 Printer ID LOV Screen (DICT147F)

Use the *NEXT/PREVIOUS RECORD* keys and the *NEXT/PREVIOUS SET* keys to scroll through the valid printer ID codes.

You may also query a particular value following the *ENTER / EXECUTE QUERY* procedures.

Press *ENTER QUERY* to clear the fields and place your cursor in the first record of the Printer ID field. Use the *NEXT FIELD* key to move the cursor back and forth between the fields.

Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press *EXECUTE QUERY* to retrieve data that match your query parameters.

Locate the desired value using the *NEXT/PREVIOUS RECORD* keys, moving the cursor vertically through the values.

Press *NEXT FIELD* to retrieve the selected code.

Type *F* to print the Abstract report to a file for printing at a later time. Press *NEXT FIELD* to continue to the Queue Type field.

Queue Type - This single-character field specifies when the report will print immediately or after business hours and its priority within the System.

When you access the Queue Type field, one of the following messages appears in the message line:

Enter E to submit report on
Express queue, N for Nite queue

or

Enter N to submit report.
Express queue unavailable.

Each state office regulates the various queues for executing and printing reports. The System generates and prints reports in the order they are entered.

NOTE:

Your Database Administrator identifies which reports require printing after hours and which may print to local printers. If you have questions concerning this report, contact your Database Administrator.



Type **E** or **N** to specify the appropriate queue. Press **COMMIT** to queue the report.

If you enter a character other than E or N, the following message appears in the message line:

ERROR: Invalid answer - Please enter N
or E

If you press a key other than COMMIT, the following message appears in the message line:

Press COMMIT to submit report
or EXIT to exit

When the System queues your report request, the following message appears in the message line:

Submitting report on batch queue,
please wait...

When your report is in the queue, a message similar to the following examples appears in the message line:

Example:

JOBID #10732 is in the EXPRS queue

or

JOBID #10731 is in the NITE2 queue

EXPRS and NITE2 identify the queues in which the report is located for processing. The JOBID provides the identification number of the batch job submitting your report to the queue.

If you selected F for file as your report output type, the System generates the report to a file using the batch procedure. However, you must spool the file created to obtain a hardcopy.

NOTE:

The generated report file, e.g.,
CASE230R.095608.RPT, resides in your originating
directory on the Prime, outside the Oracle
environment.

To print or edit this file, you must return to the Primos environment.

Please check with your office procedures for printing report files.

When your report is through the batch queue after printing, a message similar to the following appears on the screen:

```
***BATCH_SERVICE (user 218 on ZEUS)
at 13:55
```

```
Job CASE223R.135356.CPL for LKOHR
(#10732) completed
```



Press REDISPLAY PAGE to clear the message and return to the form.

NOTE:

This message may not appear while you are in the report form. However, it does not interrupt your process if you press REDISPLAY PAGE.

You may now enter criteria for another case abstract, or press EXIT to exit the form and return to the Data Retrieval Functions Menu.

This page left intentionally blank.

3.3 On-line Case Abstract Retrieval Options Page (CASE151F)

The On-line Case Abstract Form (CASE151F) has various options for viewing and printing data within one or more case abstracts.

When you enter selection criteria on the On-line Case Abstract Selection Criteria/Case Report page, or access On-line Case Abstract directly from TWPALL, the On-line Case Abstract Retrieval Options Page (CASE151F) appears as shown in Figure 11, with the cursor in the Option Number field.

CASE151F		BLM - On-line Case Abstract - Menu		01-JUL-92	
Geo St	AK	Land Ofc	AA	Prefix	Ser Num 031279 Suffix
=>	1. Case Header Information 2. Customer Case Information 3. Case Land Information (Brief) 4. Case Land Information (Comp) 5. Action Information 6. U.S. Rights Information 7. Units/Commodity Information 8. Financial Information 9. Geographic Name Information 10. General Remarks Information 11. Parcel Occupancy Information 12. Case Status Information 13. Exit On-line Case Abstract				Use 'S' to select which pages to view Use 'D' to deselect pages.
Option Num: 1		Do you want to (S)creen Display or (P)rint? S			
<Keys=KP1> <Exit=Esc X> <Print=Esc P> <New Criteria=Esc C>					
Char Mode: Replace Page 15			Count: *0		

Figure 11 On-line Case Abstract Retrieval Options Menu - (CASE151F - Menu)

This section discusses the various options available to you on the On-line Case Abstract Retrieval Options page (CASE151F). Detailed descriptions of the fields on this page and appropriate entry data precede the entry instructions for each field. The *Interim System Reference Guide* contains additional field descriptions. In addition to the field entries, several other options exist when using the On-line Case Abstract Form (CASE151F). This section provides information and instructions on accessing these options: viewing data, printing data, and generating hardcopy and screen display abstracts.

The On-line Case Abstract Retrieval Options illustrates twelve options available to display and print case abstract data, and one option to exit On-line Case Abstract. This section describes these options, then provides information on how to select, view, print and screen display various case records.

On all pages within the On-line Case Abstract form, including the current page, the case serial number for the retrieved case appears at the top of the page.

Option 1 - Case Header Information allows you to view the case header record information of a particular case identified by the case serial number displayed at the top of the form. Case header information includes: administrative state, geo state, claim name, case type, case type legal text, case status, last action, FRC data, disposal date, case acres, disturbed acres, case acres balance, and term of lease.

Option 2 - Case Customer Information allows you to view customer information on the customers related to the current case. Case customer information includes: customer name, customer address, interest relationship, percent interest and customer ID. This page allows you to view up to three customers simultaneously, using the NEXT/PREVIOUS RECORD keys to view additional customers for the current case, and query a particular customer (within the case), using the standard ENTER/EXECUTE QUERY procedures.

Option 3 - Case Land Information (Brief) allows you to view the brief case land data associated with the identified case. Up to ten case land records appear at a time, displaying additional information at the top of the page for each record as you scroll through the displayed records. You may scroll to view additional records using the NEXT/PREVIOUS RECORD/SET keys. Brief case land information includes: case serial number, case status, land status, doc type, action date, action/land, administrative agency, doc num, case type, county/borough, District Office, Resource Area, Native Region, land number, land status, parcel code, meridian, township, range, section, aliquot parts, survey type and number, tract, block, lot, and case land acres. You may also query particular land records in a case using the standard query procedures.

Option 4 - Case Land Information (Comprehensive) allows you to view additional case land record/survey information for a particular case land record selected with the pointer from the brief case land page. You may scroll through land records on this page, viewing one record at a time. Additional case land information on the Comprehensive page that does not appear on the Brief page includes: free format, survey type, number, direction, fraction and suffix, square feet, ROW width, ANCSA, and last action (date, code and description).

Option 5 - Action Information allows you to view action records for the identified case; up to ten action records are visible at one time. Comprehensive action information, parcel, second date, accounting and other fields, appear at the top of the page. The top block of the page changes to watch the action record selected by the pointer in the second block. Action record information includes: case serial number, document type/number, second date type, case type, assessment year, abandonment year, reception number, book number, page number, volume ID, money amount, accounting advice number, pending entity, ANSCA code, action number, action date, parcel code, action code, action code description, action remarks, and second date. You may also query specific action records for a case using the standard query procedures.

Option 6 - U.S. Rights Information allows you to view rights reserved by the U.S. on specific case land/action records in the case. U.S. Rights information includes: case serial number, land number, meridian, township, range, section, county/borough, District Office, Resource Area, administrative agency, survey type, number, direction, fraction and suffix, U.S. rights, aliquot part, free format, square feet, case land acres, and last action (date, code and description). Six U.S. rights records appear at a time for each action/land record. You may query the U.S. rights on this page using the standard query procedures.

Option 7 - Units/Commodity Information allows you to view the units/commodity data associated with the identified case and the action record displayed at the top of the page. Units/Commodity information includes: case serial number, action number, action date, action code/description, action remarks, commodity code, measurement code, measurement quantity, and money amount. You may view up to three units/commodity records linked to a single action record at one time. Use the NEXT/PREVIOUS RECORD keys to scroll through the units/commodity records. You may also query specific action records using the standard query procedures.

Option 8 - Financial Information allows you to view the financial information associated with the specified case. Financial information includes: case serial number, action date, action code/description, money amount, and the total amount (in dollars) received for this case. You may view up to ten financial records for the specified case at one time using the NEXT/PREVIOUS RECORD keys to view additional records. You may also query financial records using the standard query procedures.

Option 9 - Geographic Name Information allows you to view the geographic names associated with the identified case. Geographic name information includes: case serial number and geographic name records. You may view up to ten geographic name records for the specified case at one time. You may also query specific geographic name data using the standard query procedures.

Option 10 - General Remarks Information allows you to view the case remarks (not action remarks) associated with the identified case. General remarks information includes: case serial number and general remarks. You may view up to ten remarks' records for the specified case at one time. You may also query specific remarks using the standard query procedures.



Option 11 - Parcel Occupancy Information allows you to view the parcel occupancy information associated with the identified case. Only cases with a case type of 256100 will contain parcel occupancy data. Parcel occupancy information includes: case serial number, parcel code, occupancy date, action date and action code/description for the last action associated with the parcel, and date and second date type. You may view up to ten parcel occupancy records.

Option 12 - Case Status Information allows you to view the action codes related to the specified case that set case status. case status information includes: case serial number, action date, parcel code, action code/description, and case status code/description. You may view up to ten action records which set the case status, accessing additional records with the NEXT/PREVIOUS SET/RECORD keys. You may also query specific case status information using the standard query procedures.

Option 13 - Exit On-line Case Abstract allows you to exit the On-line Case Abstract Form (CASE151F) from any page and return to the last accessed menu.

NOTE:

Once you access the On-line Case Abstract Retrieval Options page, you have four choices or a combination of these choices to view and print the abstract data:

- Access the menu options individually
 - Select specific abstract pages to view
 - Generate a screen display of a full case abstract
 - Print a hardcopy case abstract
-



To access the options available within the On-line Case Abstract Retrieval Options, use the NEXT/PREVIOUS RECORD keys to move the cursor vertically through the menu options, or type the option number in the Option Number field below the menu. Press NEXT FIELD to execute your choice.

From each page in the On-line Case Abstract Form (CASE151F) you may access the menu directly to make another selection, or continue to another page by typing the option number (e.g., action information is option number 5) in the Option Number field on the page and pressing NEXT FIELD. Each page automatically defaults to the next consecutive option.

Type 0 (zero) in the Option Number field or press CURSOR HOME to return to the menu from any page in the On-line Case Abstract Form.



To selectively view pages identified on the On-line Case Abstract Retrieval Options, use the Select/Deselect option.

Use the NEXT/PREVIOUS RECORD keys to move the cursor from one option to the next in the Retrieval Options.



Type S in the Option Number field when the cursor points to the option you want to select.

When you move the cursor, SS appears next to the selected option.

Use the NEXT/PREVIOUS RECORD keys to move to another option.

Type S in the Option Number field when the cursor points to the next option you want to select.

Continue this procedure until an SS appears next to all options you want to view.



Press the NEXT BLOCK key to access the first selected page located below the cursor position on the Retrieval Options page.

Example:

Jan, a System user, selected the following options from the retrieval options (Figure 12) by typing S in the Option Number field.

```

CASE151F      BLM - On-line Case Abstract - Menu      01-JUL-92
Geo St  5  Land Ofc  9A  Prefix  Ser Num  031279  Suffix
1. Case Header Information
2. Customer Case Information
3. Case Land Information (Brief)
4. Case Land Information (Comp)
5. Action Information
6. U.S. Rights Information
7. Units/Commodity Information
8. Financial Information
9. Geographic Name Information
10. General Remarks Information
11. Parcel Occupancy Information
12. Case Status Information
13. Exit On-line Case Abstract

Use 'S' to select
which pages to view
Use 'D' to deselect
pages.

Option Num:  : Do you want to (S)creen Display or (P)rint?
<Keys=F1> <Exit=Esc X> <Print=Esc P> <New Criteria=Esc C>

Char Mode: Replace Page 15 Count: *0

```

Figure 12 Example of Selecting and Deselecting on the Retrieval Options page (CASE151F)

With the cursor below the last selected option, Jan pressed PREVIOUS BLOCK to access the selected page above the cursor position.



To deselect a selected option, type D in the Option Number field with the cursor on the option you want to deselect, and press NEXT RECORD. The SS disappears and the cursor moves on to the next option.



Press the NEXT BLOCK and PREVIOUS BLOCK keys to continue moving from one selected page to the next selected page and back.

NOTE:

Although you select a limited number of pages to view, you may also access other pages using the option numbers and the NEXT FIELD key to move from page to page. Refer to the message line of each page for instructions on how to access other pages within the On-line Case Abstract Form (CASE151F).



Type 0 (zero) from any of the pages within the On-line Case Abstract Form (CASE151F) or press CURSOR HOME to return to the Retrieval Option page.

NOTE:

When generating a screen display or hardcopy output of a case abstract, you can select specific data using the procedures previously identified to select pages to view within the On-line Case Abstract Form. A case "extract" consists of selected pages of the case data rather than a complete case abstract.



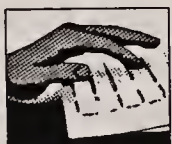
To generate a screen display, view the data on-screen prior to printing, or generate an output abstract to a printer or file, press the PRINT function key identified in the legend line to access the Screen Display or Print field on the Retrieval Option page.

The cursor moves into the Screen Display or Print field.

NOTE:

If you did not select specific data pages before accessing the Screen Display or Print field, you will receive the entire case abstract.

If your keyboard has a PRINT SCREEN key, you may use this function to produce a hardcopy of the screen display on a local printer. This function may not be consistent from one terminal to the next depending upon printer configuration and user access to printers.



Do you want to Screen Display or Print? - This single-character field contains one of two values to select a screen display or printed output (to a file or printer) of a case extract or case abstract. **S** identifies the Screen Display; **P** identifies hardcopy or file output.

Type **S** to generate a screen display of the case abstract or a case extract of previously selected pages. Press **NEXT FIELD** to generate the screen display.

The case extract or abstract report prints to the screen, scrolling one page (screen) at a time when you press **NEXT FIELD**.



Type **Q** and **NEXT FIELD** simultaneously to cancel the screen display at any time.

When the screen display is complete, the System displays the following message:

-- Press RETURN to return to SQL*Forms --



Press NEXT FIELD to return to the Retrieval Option with the cursor in the Option Number field.

NOTE:

To cancel a report if you select P to print a hardcopy abstract, you must contact your Data Administrator or Supervisor.



Type **P** to generate an off-line (to a local or network printer) case abstract or extract (selected data pages). Press NEXT FIELD to continue to the Print Options block on the Selection Criteria/Case Report page.

The cursor appears in the Destination field on the Selection Criteria page. Refer to the On-line Case Abstract Selection Criteria/Case Report page documentation (the section preceding this one) for instructions on screen display and printing reports.

This page left intentionally blank.

3.3 Case Header Information (CASE151F - Page 1)

This page allows you to view case header record information for the case(s) selected on the On-line Case Abstract Selection Criteria page (CASE151F).

When you access the first option, Case Header Information, from the On-line Case Abstract Retrieval Option page (CASE151F) using any of the procedures described in the previous section, the page shown in Figure 13 appears with your cursor in the Option field at the bottom of the screen.

CASE151F		BLM - On-line Case Abstract - Case Header Information		09-APR-93	
Geo St	AK	Land Ofc	AA	Prefix	
		Ser Num	001030	Suffix	
Adm State	AK	Geo State	ALASKA		
Claim Name					
Case Type	311111	D&G LSE NONCOMP PUB LAND			
Case Type Legal Text	02-25-1920;041STAT0437;30USC226				
Case Status	02	PENDING			
Last Action	12-JUN-1992	112	ADDTL INFO RQSTD		
FRC Site			Case Acres	456.4500	
FRC Acc Num			Disturbed Acres		
FRC Box Num			Case Acres Balance	846.6800	
FRC Box Qnty					
FRC Disp Date					
FRC Loc Code					
Enter a new option 2 or 0 for option menu.					
<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>					
Char Mode: Replace			Page 1		
			Count: *0		

Figure 10 Case Header Information - (CASE151F - Page 1)

This page contains data generally referred to as a case header record. This page contains the following information, displayed in the appropriate fields described in this section: case serial number, administrative state, geographic state, claim name, case type, case type legal text, case status, last action (date, code and description), FRC site, FRC accession number, FRC box number, FRC box quantity, FRC disposal date, FRC location code, case acres, disturbed acres, case acres balance, and term of lease.

The Option field (bottom center of the page) is the only accessible field on this page.



To view the case header records of other cases retrieved in your On-line Case Abstract query, press the NEXT/PREVIOUS CASE keys as identified in the legend line.

NEXT PAGE accesses the next retrieved case, while PREVIOUS PAGE accesses the previous case.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the case header record information for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page and all previous entries blank out.

Option - This two-digit field contains the page number of the next page to access. The System defaults this field value to the next consecutive page number.



Press NEXT FIELD with the default value in the Option field to continue to the next consecutive page.

Type the page number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.

Type 0 (zero) in the New Option field and press NEXT FIELD or press CURSOR HOME to return to the retrieval options.



Press NEXT BLOCK to continue to your next selected page if you selected particular pages using the Select/Deselect option on the Retrieval Option page.

NOTE:

You may only view the fields described in this section. If you notice an inconsistency or a discrepancy in the case header record data, contact your Supervisor or Data Administrator to initiate a data check on the case.

Case Serial Number - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM. The case serial number appears across the top of this page.

If you only accessed one case from the selection criteria page, that case serial number appears in the Case Serial Number fields.



Follow the instructions in the legend line (NEXT CASE and PREVIOUS CASE keys) to view case header records for additional cases if you used parameters other than a specific case serial number on the selection criteria page.

Adm State (Administrative State) - This field contains the abbreviation of the BLM State Office administering the case.

Geo State (Geographic State) - This 22-character alphanumeric field contains the complete name of the geographic state in which the case occurs.

Claim Name - This 40-character alphanumeric field contains the claim name associated with a mining claim case (case type 384.% only).

DE 2961

Case Type - The case type field contains a six-digit numeric code identifying the type of the case, e.g., Oil & Gas, Mining Claim, Coal, etc..., followed by a description of the case type and a line of the legal text defining the case type. Data Element 2961 contains a list and explanation of case type codes.

- DE 2586 Case Status** - The case status field contains two characters identifying the status of the case set by action codes. A descriptive field follows the case status code. Data Element 2586 contains valid case status codes.
- Last Action** - These fields contain the date, code and description of the last action taken in the case.
- DE 2926 FRC Site (Federal Records Center Site)** - This three-character alphabetic field identifies the name of the Federal Records Center in which a retired case file is stored. Data Element 2926 contains valid abbreviations for the Federal Records Centers.
- DE 2928 FRC Acc Num (Federal Records Center Accession Number)** - This 15-character alphanumeric field contains the control number used by the Federal Records Center to identify assessment records. The first three digits indicate the agency code; the next two identify the shipment year; and the last four digits contain the sequential number assigned by FRC. Data Element 2928 contains a description of this field.
- FRC Box Num (Federal Records Center Box Number)** - This three-digit numeric field indicates the box number containing this case file.
- FRC Box Qnty (Federal Records Center Box Quantity)** - This three-digit numeric field indicates the number of boxes in the shipment.
- DE 2928 Disposal Date** - This field contains the date the file was or will be destroyed.
- FRC Loc Code (Federal Records Center Location Code)** - This 15-digit numeric field indicates the storage location of the case boxes. Data Element 2928 contains a description of the FRC location.
- Case Acres** - This field specifies total acreage originally applied for in the case.
- Disturbed Acres** - This field identifies the number of acres actually disturbed by exploration, prospecting, development or mining operations in a Surface Management Plan or Notice within the total case acres.

DE 1775 **Case Acres Balance** - This 15-digit field contains the balance of active case acres, i.e., acres not withdrawn, rejected, denied, etc... from the original case acres. The System derives this figure based on actions taken on the case's land records.

This page left intentionally blank.

3.3 Customer Case Information (CASE151F - Page 2)

This page allows you to view case customer information for the case(s) selected on the On-line Case Abstract Selection Criteria page (CASE151F).

When you access the second option, customer case information, from the Retrieval Options page, using any of the procedures described in the Retrieval Options documentation, the Customer Case Information page, shown in Figure 14, appears with your cursor in the Option field at the bottom of the screen.

This page contains customer information specific to the retrieved case file(s), displayed in the appropriate fields described in this section, including: case serial number, customer name and address, interest relationship, percent interest and customer ID. This page displays up to three customers simultaneously and allows you to scroll to display additional customers.

CASE151F		BLM - On-line Case Abstract - Customer Case Information				01-JUL-92	
Geo St	AK	Land Ofc	RA	Prefix	Ser Num	031279	Suffix
MARK JOHN W		Int Rel		Pct Int		Cust ID	
GENERAL DELIVERY		/		000028532			
QUINHAGAK, AK 99655							
		Int Rel		Pct Int		Cust ID	
/							
		Int Rel		Pct Int		Cust ID	
/							
Enter a new option 3 or 0 for option menu.							
<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>							
Char Mode: Replace Page 2				Count: *0			

Figure 14 Customer Case Information - (CASE151F - Page 2)



To view additional customers if more than three customer records exist for the current case, use the NEXT/PREVIOUS RECORD keys. You may also query a particular customer or customers within the currently displayed case.

As you scroll through the customers, the following messages appear in the message line when you reach the first and last customers respectively:

At first record

At last record



Press ENTER QUERY to clear all of the customer information fields for the current case. The cursor moves into the first line of the customer name.

You may type your query parameters, including the wildcard character, %, in the following fields: customer name, interest relationship and customer ID.

Use the NEXT/PREVIOUS FIELD keys to move from field to field.



Press EXECUTE QUERY to retrieve customers which match your query parameters within the current case only.

The cursor returns to the Option field after you press EXECUTE QUERY.

If no customers in the case match your query parameters, the following message appears in the message line and the cursor returns to the Customer Name field:

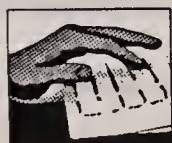
**Query caused no records to be retrieved.
Re-enter.**

If you receive the above message, the form is still waiting for a valid query.



To retrieve all of the customer records for the current case again, press EXECUTE QUERY without entering any query parameters.

The Option field on this page is the only accessible field when viewing case abstract data.



To view the customer case records of other cases retrieved in your On-line Case Abstract query, press the NEXT/PREVIOUS CASE keys, identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the customer case information for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page.

Option - This two-digit field contains the number identifying the next page. The System defaults this field value to the next consecutive page number.

This field executes several options to continue with your data retrieval task.



Press NEXT FIELD with the default value in the New Option field to continue to the next consecutive page.

Type the page number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.

Type 0 (zero) in the Option field and press NEXT FIELD or press CURSOR HOME to return to the retrieval options.



Press NEXT BLOCK to continue to your next selected page if you selected particular pages, using the Select/Deselect option, from the Retrieval Option page.

NOTE:

You may only view the fields described in this section. If you notice an inconsistency or a discrepancy in the case customer data, contact your Supervisor or Data Administrator to initiate a data check on the case.

Case Serial Number - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM. The case serial number appears across the top of this page.

Customer Name - The customer name appears in the block of fields with the customer address, city, state and ZIP code. There are two lines for the customer name.

Customer Address - The customer address appears in the block of fields with the customer name, city, state and ZIP code. The two lines of address information are separated by the slash (/). City, state and ZIP code are all on the last line of the customer address.

DE 3136

Int Rel (Interest Relationship) - This field identifies the current customer's interest in or relationship to the case (e.g., applicant, owner, lessee, designated operator, etc...). Data Element 3136 contains valid interest relationship codes.

Pct Int (Percent Interest) - This nine-digit numeric field contains the percentage of interest of the customer in the case maintaining the interest relationship displayed.

Cust ID (Customer ID) - This nine-digit numeric field contains a unique ID number assigned to the currently displayed BLM customer.

3.3 Case Land Information - Brief (CASE151F - Page 3)

This page allows you to view basic case land information for each land record within the specified case(s) selected on the On-line Case Abstract Selection Criteria/Case Report page.

When you access the third option, Case Land Information, from the Retrieval Options page, using any of the procedures described in the Retrieval Options documentation, the Case Land Information (Brief) page, shown in Figure 15, appears with your cursor in the Option field on the left side of the screen.

CASE151F BLM - On-line Case Abstract - Case Land Information (Brief) 01-JUL-92													
Case Serial Number				Act Date 31-OCT-1991				Cnty/Bor					
AK RA 031279				Act/Land ACT CONVERTED (JC)				DO ANCHORAGE DISTRICT					
Case Status CLOSED				Adm Agcy				RA					
Land Stat CV Doc Type				Doc Num				Case Type 256100 NR CALISTA					
Num	Stat	P	Mer	Twp	Rng	Sec	Aliquot	Srvy	Type/Num	TR	BK	LT	Acres
=> 000001	CV		28	0050S	0680W	030		3	USS 009542			3	32.0000
000003	CV		28	0050S	0690W	017		3	USS 009539			2	79.9500
000004	CV		28	0050S	0690W	021		3	USS 009540				39.9800
000002	CV		28	0050S	0690W	025		3	USS 009542			3	7.9700
<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>													
Use the arrow keys to view records, or enter the number of a new page to view.													
Char Mode: Replace Page 3 Count: *4													

Figure 15 Case Land Information - Brief (CASE151F - Page 3)

This page contains case land information specific to the retrieved case file(s), displayed in the appropriate fields described in this section, including: case serial number, case status, land status, document type and number, action date, action/land, administrative agency, case type, county/borough, District Office, Resource Area, Native Region, land number, parcel code, meridian, township, range, section, aliquot part, survey type and number, tract, block, lot, and acres.

The case land records appear in order by MTRS, regardless of the land number associated with the record.

This page displays up to ten case land records simultaneously; you may scroll through additional records using the appropriate function keys. The top block of the page remains synchronized with the data selected by the cursor, i.e., as you move through the case land records, the top block of data changes to match the record selected by the cursor.

When you access the case land brief page, the following message appears in the message line:

Use the arrow keys to view records, or enter the number of a new page to view.



To scroll through the returned case land records use the NEXT/PREVIOUS RECORD keys to move the cursor on the left side of the form up and down through the records.

To access case land records not visible in the ten-record block, use the NEXT/PREVIOUS RECORD, NEXT/PREVIOUS SET or LAST SET (CTRL-N for most terminals) keys to scroll through the additional records.

When you reach the last record for the current case, the following message appears in the message line:

At last record

When you reach the first record for the current case, the following message appears in the message line:

At first record



To view the case land records of other cases retrieved in your On-line Case Abstract query, press the NEXT/PREVIOUS CASE keys identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the case land information for another case or cases, press the CLEAR PAGE key (New Crit in the legend line). The cursor returns to the Geo State field of the case serial number on the Selection Criteria/Case Report page.

NOTE:

Within the retrieved case land data for the current case you may also enter and execute queries from the second block of data.



Press ENTER QUERY to clear the second block of data to enter your query parameters.

Note that ENTER QUERY appears in the status line.

Type your query parameters in the appropriate fields. Use the NEXT/PREVIOUS FIELD keys to move the cursor from field to field.

Use the wildcard character, %, as needed to broaden your query.

NOTE:

You may not enter query parameters in the Tract, Block and Lot fields.



Press EXECUTE QUERY to query the System for case land data within the current case which meet your query parameters.

If you want to again retrieve all case land records, press ENTER QUERY, then EXECUTE QUERY without entering any parameters.

Option - This two-digit field, to the left of the Land Number field, contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.

NOTE:

On the Case Land Information (Brief) page, the System does not display the page number for the next page in this field. However, page 4, the default page, is accessed when you press NEXT FIELD. If you continue to the Case Land Information - Comprehensive page, the land record selected with the cursor on the brief page appears on the comprehensive page. You may also scroll, using the NEXT/PREVIOUS RECORD keys to view comprehensive data for the current case's land records.

Follow the instructions in the message line to continue to the next page or view records:

Use the arrow keys to view records, or enter the number of a new page to view.



Press NEXT FIELD to continue to the next consecutive page.

Type the page number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.

Type 0 (zero) or press CURSOR HOME to return to the retrieval options page. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages from the On-line Case Retrieval Options/Case Report page, using the Select/Deselect option.

NOTE:

You may only view the fields described in this section. If you notice an inconsistency or a discrepancy in the case land data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the Case Land Information - Brief page. The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the geo state, land office, prefix, serial number and suffix fields. The case Serial number identifies all land, mineral and mining claim case files. All other data associated to a case are linked via the case serial number and the customer ID.

If you only accessed one case from the selection criteria page, that case serial number appears in the Case Serial Number fields.

Follow the instructions in the legend line to view case customer records for additional cases if you used parameters other than a specific case serial number on the selection criteria page.

Case Status - The ten-character case status field describes the status of the case displayed. The case status is set by action codes.

Land Status - This two-character field identifies the current status of the land selected by the cursor in the second block of this form. Land status is set by actions through an action to land tie. Typical abbreviations include: PA - Patented, RJ - Rejected, etc....

Act Date (Action Date) - This 11-character field contains the date of the last action taken on the current land selected by the cursor. See the Action/Land field for a description of the last action taken.

Act/Land (Action/Land Relationship - Action Taken) - This 24-character field identifies the last action taken on the current land selected by the cursor in the second block of this form. Only the action description appears, not the action number or action code, i.e. TENTATIVE APPRV GIVEN, not 013 for the action number associated to the land in this case.

NOTE:

An association is made between an action record and a land record within the Case Processing environment using the Update Action/Land Relationship Form (CASE101F). This connection must exist before any actions affect lands.

Adm Agcy (Administrative Agency) - This 24-character field identifies the agency that maintains administrative jurisdiction over federal surface (land) resources, e.g., Forest Service, National Park Service, BLM, etc....

DE 2961 Case Type - This six-digit numeric field identifies the type of case, e.g., Oil & Gas, Mining Claim, Coal, etc.... Data Element 2961 contains a list of valid case type codes. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

DE 0002 Cnty/Bor (County/Borough) - This 18-character field identifies the county or borough in which the case land description exists. Data Element 0002 contains a valid list of County/Borough codes.

NOTE:

Because some sections reside in more than one county, it is possible for this field to contain incorrect Cnty/Bor data. If you notice a discrepancy in the accuracy of this field, or any other field, contact your Data Administrator Supervisor.

DE 0419 DO (District Office) - This 18-character field identifies the BLM district office responsible for managing the BLM lands included in the case land record description. Data Element 0419 contains valid district designations. District Office information is accurate to the section level only.

DE 0419 RA (Resource Area) - This 18-character field identifies the BLM resource area responsible for administering the BLM lands included in the case land record description. Data Element 0419 contains valid resource area codes. Resource Area information is accurate to the section level only.

NOTE:

If your state does not have resource areas (e.g., Alaska and Eastern States), this field will not contain any data.



Nat Reg (Native Region) - This 18-character field identifies the Native Region responsible for managing the lands described in the current case land description selected in the second block of this form.

Land Num (Land Number) - This five-digit field contains the land number associated with an individual land description for a case. The land number is assigned sequentially for each case; however, as not all land descriptions for a case may appear on this form in response to your query and some lands may be deleted from the case (deleting the land number as well), there may be gaps in the numbering, e.g., Land Number sequence may be 00001, 00005, 00006, etc....

Each land number is associated to a land description. Often a land description, through the land number, is associated to an action taken within the case. If there is an action/land relationship established for the current land description selected by the cursor, the action description appears in the Action/Land field in the first block of this form.

In addition, actions establish case status and land status through the action/land relationship. Thus, the case status and land status may change for individual land records (land numbers) within a single case, identifying lands withdrawn, rejected, patented, etc....



P (Parcel) - This single-character field contains the parcel identifier for each specific parcel of land in a case, particularly native allotments in Alaska. Each land description contains only one parcel identifier.

NOTE:



The System associates the parcel identifier to the land through the action applying the parcel to a case. This action/land relationship appears in the Action/Land field in the first block of this form. Only case type 256100 permits parcel identification.

**DE 1695,
1699,
1703 &
2506**

Mer/Twp/Rng/Sec - This group of four fields displays the meridian, township, range and section for the case land record description. The land records displayed on this form appear in order by these four fields. Data Elements 1703, 1695, 1699 and 2506 define these fields.

DE 2904

Aliquot (Aliquot Parts) - This ten-character alphanumeric field designates the aliquot parts of the case land. If the case is a mining claim case, the Aliquot Parts field contains the quadrant of the mining claim. An aliquot part is a subdivision of a section resulting from a series of halving and/or quartering the section. Data Element 2904 defines aliquot part designations.

DE 3131

Srvy Type (Survey Type) - This single-character alphanumeric field identifies the type of survey used to define the current case land description. An additional four-character fields provides an abbreviation of the survey type to supplement the single-character code. Data Element 3131 defines survey types.

DE 3118

Srvy Num (Survey Number) - This seven-character alphanumeric field identifies the survey number used in identifying the case land. Data Element 3118 defines survey number. The survey number can be a number and/or a letter assigned to an area of land as the result of a survey. The survey number also identifies areas such as lots, tracts, homestead entries, mineral surveys, etc....

- DE 3131 TR (Tract)** - This field contains the two-character alphanumeric identification of the tract defined within a non-cadastral survey. Generally, this field identifies tracts acquired by agencies within projects, i.e., military installations, national forests, etc.... Data Element 3131 contains definitions of tract.
- DE 3131 BK (Block)** - This field contains the two-character alphanumeric identification of a block defined within a townsite. This survey description includes a survey number as a further definition of the survey. Data Element 3131 defines block.
- DE 3131 LT (Lot)** - This field contains the two-character alphanumeric identification of a lot defined within a subdivided survey using nominal aliquot part designations. Data Element 3131 defines lot.
- DE 1777 Acres (Case Land Acres)** - This ten-digit field specifies the number of acres specific to this case land record. This field right justifies the total number of acres assigned to the case land description. The total acres entered for the current case land record description are counted here, including any rejected, withdrawn, patented, etc... acres for the case. Refer to the Land Status field for additional information concerning the status of the lands. See Data Element 1777 for a description of case land acres.

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3.3 Case Land Information - Comprehensive (CASE151F - Page 4)

This page allows you to view comprehensive case land information for each land record within the specified case(s) selected on the Selection Criteria/Case Report page.

When you access the fourth option, Case Land Information - Comprehensive page, using any of the procedures described in the Retrieval Options documentation, the Case Land Information - Comprehensive page, shown in Figure 16, appears with your cursor in the Option field.

This page contains detailed information specific to the case land record selected on the brief case land page. The fields on this page include case serial number, land number, meridian, township, range, section, free format, survey type, number, direction, fraction and suffix, aliquot part, square feet, case land acres, row width, county/borough, District Office, Resource Area, Native Region, administrative agency, ANCSA code, and last action date, code and description.

```

CASE151F  BLM - On-line Case Abstract - Case Land Information (Comp) 01-JUL-92
Geo St AK Land Ofc RA Prefix  Ser Num 031279 Suffix

Land
Num Mer Twp Rng Sec Type Surveys Num Dir Frac Suf Aliquot
00001 28 0050S 0680W 030 S USS 009542  L LOT 3  Aliquot
Free Format                               Sq Ft
Acres 32.0000
ROW Width

Cnty/Bor 04 ANCHORAGE DISTRICT
DO 04
RA
Native Reg 03 CALISTA
Adm Agcy
Last Act 31-OCT-1991 A22 ACT CONVERTED (JC)
Enter a new option 5 or 0 for option menu.

<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>

Char Mode: Replace Page 4 Count: *0

```

Figure 16 Case Land Information - Comprehensive (CASE151F - Page 4)

The case land records appear in order by meridian, township, range and section, one record at a time.



To access case land records not currently visible, use the NEXT/PREVIOUS RECORD keys to scroll through the additional records for the current case.

When you reach the last record for the current case, the following message appears in the message line:

At last record

When you reach the first record for the current case, the following message appears in the message line:

At first record

NOTE:

Because only one land record appears in the comprehensive page at a time, the program returns to the Brief page to retrieve the next or previous record, then accesses the Comprehensive page displaying the data associated with the selected land record.



To view the case land records of other cases retrieved in your On-line Case Abstract query, press the NEXT/PREVIOUS CASE keys identified in the legend lines.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case



If you want to enter new selection criteria to view the case land information for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page.

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press NEXT FIELD to continue to the next consecutive page.

Type the page number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.



Type 0 (zero) to return to the retrieval options. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages from the Retrieval Options using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the case land data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - Case Land Information Page (CASE151F - Page 4). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all lands, minerals and mining claims case files. All other data associated to a case are linked via the case serial number and the Customer ID.

Land Num (Land Number) - This five-digit field contains the land number associated with an individual land description for a case. The land number is assigned sequentially for each case; however, as the System sorts by MTRS, the land numbers may not be in sequential order.

**DE 1695,
1699,
1703 &
2506**

Mer/Twp/Rng/Sec - This group of four fields displays the meridian, township, range and section for the case land record description. The land records displayed on this form appear in order by these four fields. A supplemental four-character field provides a survey type abbreviation. Data Elements 1703, 1695, 1699 and 2506 define these fields.

Free Format - This 25-character field contains miscellaneous land description information, e.g., short metes-and-bounds descriptions or a portion of an aliquot part (N or river). This field may also reference additional information in general remarks relating to the land description.

DE 3131

Srvy Type (Survey Type) - This single-character alphanumeric field identifies the type of survey used to define the current case land description. Data Element 3131 defines survey type.

DE 3118

Srvy Num (Survey Number) - This seven-character alphanumeric field identifies the survey number used in identifying the case land. Data Element 3118 defines survey number. The survey number can be a number and/or a letter assigned to an area of land as the result of a survey. The survey number also identifies areas such as lots, tracts, homestead entries, mineral surveys, etc....

Srvy Dir (Survey Direction) - This two-character alphanumeric field identifies the direction of a portion of a special survey.

Srvy Frac (Survey Fraction) - This single-character alphanumeric field specifies the fractional code of a special survey.

Srvy Suf (Survey Suffix) - This two-character alphanumeric field identifies the survey suffix.

DE 2904 Aliquot (Aliquot Part) - This ten-character alphanumeric field designates the aliquot part of the case land. If the case is a mining claim case, the Aliquot Part field contains the quadrant of the mining claim. An aliquot part is a subdivision of a section resulting from a series of halving and/or quartering the section. Data Element 2904 defines aliquot part designations.

Sq Ft (Square Feet) - This ten-digit field specifies the number of square feet allotted to the current case land record. In case processing, small case land areas may be entered in square feet or acres. The System automatically completes the case land acres field, converting the square feet value to acres.

DE 1777 Acres (Case Land Acres) - This 14-digit field specifies the number of acres in this case land record. This field right justifies the total number of acres assigned to the case land description. The total acres entered for the current case land record description are counted here, including any rejected, withdrawn, patented, etc... acres for the case. See Data Element 1777 for a description of case land acres.

DE 0002 Cnty/Bor (County/Borough) - This 18-character field identifies the county or borough in which the case land description exists. Data Element 0002 contains a valid list of county/borough codes.

NOTE:

Because some sections reside in more than one county, it is possible for this field to contain incorrect county/borough data. If you notice a discrepancy in the accuracy of this field, or any other field, contact your Data Administrator or Supervisor.

DE 0419 DO (District Office) - This 18-character field identifies the BLM district office responsible for managing the BLM lands included in the case land record description. Data Element 0419 contains valid district designations. District office information is accurate to the section level only.

DE 0419

RA (Resource Area) - This 18-character field identifies the BLM resource area responsible for administering the BLM lands included in the case land record description. Data Element 0419 contains valid resource area codes. Resource area information is accurate to the section level only.

NOTE:

If your state does not have resource areas (e.g., Alaska or Eastern States), this field will not contain any data.



Native Reg (Native Region) - This 18-character field identifies the Native Region responsible for managing the BLM lands described in the current case land description.

Adm Agcy (Administrative Agency) - This 24-character field identifies the agency that maintains administrative jurisdiction over federal surface (land) resources, e.g., Forest Service, National Park Service, BLM, etc....

Last Act (Last Action Date, Code and Description)
- This group of fields contains the date of the last action taken on the current land record including the action code and the code description.

3.3 Action Information (CASE151F - Page 5)

This page allows you to view action records for the case(s) retrieved on the Selection Criteria/Case Report page.

When you access the fifth option, Action Information page using any of the procedures described in the Retrieval Options documentation, the Action Information page shown in Figure 17, appears with your cursor in the Option field to the left of the screen.

CASE151F		BLM - On-line Case Abstract - Action Information				28-MAR-91	
Case Serial Number	Case Type	231131	Rcpt Num		Money Amt	0.00	
AK RA	006689	Assmt Yr	Book Num		Acct Adv		
Doc Type/Num		Abnd Yr	Page Num		Pend Enty		
2nd Date Type			Vol ID		ANSCA Code		
Num	Act Date	P	Act Code/Description	Act Rmks	2nd Date		
=> 001	18-DEC-1971		001 APLN RECD/CASE ESTABL				
002	18-DEC-1971		806 LAND SEGREGATED				
003	18-DEC-1971		264 LEGISLATION ENACTED				
004	18-DEC-1971		830 WITHDRAWN				
007	01-JAN-1972		920 AUDITED TO DATE LOCK				
005	06-NOV-1990		A22				
006	01-JAN-1991		920 AUDITED TO DATE LOCK		08-FEB-1991		
<Keys=KP1> <Exit=Esc x> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc c>							
Use the arrow keys to view records, or enter the number of a new page to view.							
Char Mode: Replace Page 5				Count: *7			

Figure 17 Action Information - (CASE151F - Page 5)

This page contains multiple action records and associated data, displayed in the appropriate fields described in this section, including: case serial number, document type/number, second date description, case type, assessment year, abandonment year, reception number, book number, page number, volume ID, money amount, accounting advice, pending entity, action number, action date, parcel action code/description, action remarks and second date.



Use the NEXT/PREVIOUS RECORD, NEXT/PREVIOUS SET, and LAST SET (CTRL - N) keys to view additional action records.

The NEXT/PREVIOUS RECORD keys move the cursor up and down, respectively, one record at a time.

The NEXT/PREVIOUS SET keys move the cursor up and down, respectively, eight records at a time, moving the bottom two records to the top of the next block.

The LAST SET key moves the cursor to the last set of action records in the displayed case.

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular action records within the displayed case.



To enter and execute a query, press the ENTER QUERY key. The fields in both blocks of data clear, except the Case Serial Number and Case Type fields in the first block. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Use the NEXT FIELD key to move the cursor from one field to the next, typing query parameters in the fields as needed.

You may only type query parameters in the second block of fields, i.e., Act Num, Act Date, Parcel, Act Code, Act Rmks, and 2nd Date fields.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities.



Press EXECUTE QUERY when your query parameter entries are complete. All action records for the current case which contain matches to the entered query parameters appear in the action information page.

Example:

Press ENTER QUERY.

Use the NEXT FIELD to move to the Action Code field.

Type 176

Press EXECUTE QUERY.

All action records for the current case containing 176 in the Action Code field appear in the appropriate fields of the Action Information page.

Press ENTER QUERY and EXECUTE QUERY without entering any query parameters to retrieve all action records.



To view the action records of other cases retrieved in your Selection Criteria query, press the NEXT/PREVIOUS CASE keys identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case



If you want to enter new selection criteria to view the action record information for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page of the On-line Case Abstract Form (CASE151F).

The Option field on this page is the only accessible field.

Option - This two-digit field, to the left of the Action Number field, contains the page number of the next page you want to access. The System defaults this field value to the next consecutive page number.

NOTE:

On the Action Information page the default page number is not visible; however, this field functions the same way as on other pages within the On-line Case Abstract Form (CASE151F).



Press NEXT FIELD to accept the default value (6) and continue to the next consecutive page.

Type the page number of the page you want to view if that page number is not the next consecutive page. Press NEXT FIELD to execute your choice.

Type 0 in the Option field and press NEXT FIELD, or press CURSOR HOME to return to the Retrieval Options page.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages on the Retrieval Options page using the Select/Deselect option.

NOTE:

You may only view the fields described in this section. If you notice an inconsistency or a discrepancy in the action record data, contact your Supervisor or Data Administrator to initiate a data check on the case.

Case Serial Number - This group of fields includes the Geo State, Land Ofc, Prefix, Ser Num and Suffix fields. Each land, mineral and mining claim case must have a unique case serial number within the automated systems of the BLM. The case serial number appears in the first block of data on this page.

- DE 2577 Doc Type (Document Type)** - This two-character alphabetic field identifies the type of document being issued (e.g., patent, quit claim deed, etc...). Data Element 2577 contains appropriate designations.
- Doc Num (Document Number)** - This eight-character alphanumeric field identifies the document number (e.g., patent number, deed number, etc...) of the document identified in the Document Type field.
- DE 2961 Case Type** - This field contains a six-digit numeric code identifying the type of the case, e.g., Oil & Gas, Mining Claim, Coal, etc..., followed by a description of the case type. Data Element 2961 contains a list and explanation of case type codes.
- DE 2918 Assmt Yr (Assessment Year)** - This two-digit field contains the last two digits of the assessment year of a mining claim. The assessment year is the annual period in which the owner must perform no less than \$100 worth of labor or improvements on the land to hold the possessory right to the claim. Data Element 2918 contains additional information regarding the assessment year.
- DE 2900 Abnd Yr (Abandonment Year)** - This two-digit field contains the last two digits of the abandonment year of a mining claim. Failure to file an affidavit of annual labor or notice of intent to hold a mining claim, millsite or tunnel site, by December 30 of each year constitutes abandonment of the claim by the owner. Data Element 2900 contains additional information regarding the abandonment year.
- Rcpt Num (Reception Number)** - This ten-character alphanumeric field identifies the miscellaneous sequential number assigned to the recorded document by the county courthouse or recording district. It may be used in conjunction with the Volume Identification field.
- Book Num (Book Number)** - This five-character alphanumeric field identifies a county recordation book number. The book contains recordation information concerning the document identified by the action code.

Page Num (Page Number) - This six-character alphanumeric field identifies the page number within the book specified in the Book Number field.

Vol ID (Volume Identification) - This six-character alphanumeric field identifies the volume number of the recordation book assigned by the county courthouse (identified in the Book Number field).

Money Amt (Money Amount) - This 13-digit numeric field, containing two optional decimal places, contains money amounts received or refunded through the selected action record.

Acct Adv (Accounting Advice Number) - This seven-character alphanumeric field identifies the accounting advice number assigned through Accounting Advice Processing for a money transaction performed through the selected action record.

**DE 0419/
2929**

Pend Enty (Pending Entity) - This 13-character alphanumeric field identifies the office, BLM or other agency, that currently holds jurisdiction of the selected action on the case. The value in this field changes depending upon which action is selected by the cursor. Data Elements 0419 and 2929 define values for pending entity.

Act Num (Action Number) - The System automatically generates this three-digit numeric field for each action entered on a case. The action number identifies the sequence in which action codes are entered and cannot be changed by the user. This number serves as a tie to lands, commodities, U.S. rights, etc... within the System.

Act Date (Action Date) - This 11-character field contains the date the identified action took place. Action records are sorted by action date.



**DE 1775/
2960**

P (Parcel Code) - This single-character alphanumeric field identifies the Native Allotment parcel code.

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to the case or a record. Data Elements 1775/2960 contain appropriate action codes.

Act Rmks (Action Remarks) - This 21-character alphanumeric field has a free format. If the action remarks exceed 21 characters, additional remarks should appear on the General Remarks page.

2nd Date (Second Date) - This 11-character field contains the completion date of the action identified by the action code. Second date codes do not change the case status.

DE 2967 2nd Date Type - This two-character numeric field identifies the type of second date action (e.g., received, terminated, approved, etc...). Data Element 2967 contains valid second date type codes.

This page left intentionally blank.

3.3 U.S. Rights Information (CASE151F - Page 6)

This page allows you to view U.S. Rights information pertaining to specific land records within the specified case(s) retrieved on the Selection Criteria/Case Report page. This page identifies rights reserved by the United States.

When you access the sixth option using any of the procedures described in the Retrieval Options documentation, the U.S. Rights Information page, shown in Figure 18, appears with your cursor in the Option field at the bottom of the screen.

This page contains U.S. Rights and case land information specific to the retrieved case file(s), including: case serial number, land number, meridian, township, range, section, county/borough, District Office, Resource Area, administrative agency, survey type, survey number, survey direction, survey fraction and suffix, U.S. rights, aliquot part, free format, square feet, case land acres, and last action date, code and description.

CASE151F BLM - On-line Case Abstract - U.S. Rights Information										01-JUL-92					
Geo St		AK	Land Ofc		AA	Prefix			Ser Num		031279	Suffix			
Land Num	000001	Mer	28	Twp	0050S	Rng	0580W	Sec	030	Surveys					
Cnty/Bor	DO 04	ANCHORAGE DISTRICT						Type	USS	Num	009542	Dir	Fr	Sf	
RA								LOT	3						
Adm Agcy															
US Rights										Aliquot					
145	DITCHES OR CANALS						Free Format								
										Sq Ft					
										Acres				32.0000	
Last Act										31-OCT-1991	A22	ACT CONVERTED <JC>			
Enter new option 7 or 0 for option menu.															
<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>															
Char Mode: Replace Page 6										Count: *0					

Figure 18 U.S. Rights Information - (CASE151F - Page 6)

The U.S. Rights records appear in order by meridian, township, range and section, one case land record at a time.



To access case land and U.S. rights records not currently visible, use the NEXT/PREVIOUS RECORD keys to scroll through the additional land records, displaying all U.S. rights associated with each land record.

NOTE:

This page displays each case land record for the current case whether U.S. rights exist for the land record or not.

Not every case land record may have U.S. Rights reserved. If the case land record has no reserved U.S. Rights, the following message appears in the message line:

Query caused no records to be retrieved.

If the current case land record contains more than six U.S. rights records, use the NEXT/PREVIOUS SET keys to scroll through additional U.S. rights records.

When you reach the last case land record for the current case, the following message appears in the message line:

At last record

When you reach the first case land record for the current case, the following message appears in the message line:

At first record

You may also enter and execute a query for particular U.S. rights retained for the currently displayed case land record within the current case.

Press ENTER QUERY.

The cursor moves into the U.S. Rights code field.

Type your query parameters in the U.S. Rights Code and Description fields, using the wildcard character, %, as needed.



Press EXECUTE QUERY to retrieve U.S. rights which meet your selection criteria within the current case land record.



To view the U.S. rights records of other cases retrieved in your Abstract query, press the NEXT/PREVIOUS CASE keys identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the U.S. rights information for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page.

New Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number (7).



Press NEXT FIELD to continue to the next consecutive page.

Type the page number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.

Type 0 (zero) to return to the retrieval options. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages on the Retrieval Options using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the case land or U.S. rights data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the U.S. Rights Information page. The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all lands, minerals and mining claims case files. All other data associated with a case are linked via the case serial number and the customer ID.

Land Num (Land Number) - This five-digit field contains the land number associated with an individual land description for a case. The land number is assigned sequentially for each case; however, as the System sorts by MTRS, the land numbers may not be in sequential order.

**DE 1695,
1699,
1703 &
2506** **Mer/Twp/Rng/Sec** - This group of four fields displays the meridian, township, range and section for the case land record description. The land records displayed on this form appear in order by these four fields. Data Elements 1703, 1695, 1699 and 2506 define these fields.

DE 0002 **Cnty/Bor (County/Borough)** - This 18-character field identifies the county or borough in which the case land description exists. Data Element 0002 contains a valid list of county/borough codes.

NOTE:

Because some sections reside in more than one county, it is possible for this field to contain incorrect county/borough data. If you notice a discrepancy in the accuracy of this field, or any other field, contact your Data Administrator or Supervisor.

DE 0419 DO (District Office) - This 18-character field identifies the BLM district office responsible for managing the BLM lands described in the case land record. Data Element 0419 contains valid district designations. District Office information is accurate to the section level only.

DE 0419 RA (Resource Area) - This 18-character field identifies the BLM resource area responsible for administering the BLM lands described in the case land record. Data Element 0419 contains valid resource area codes. Resource Area information is accurate to the section level only.

NOTE:

If your state does not have resource areas (e.g., Alaska and Eastern States), this field will not contain any data.

Adm Agcy (Administrative Agency) - This 24-character field identifies the agency that maintains administrative jurisdiction over federal surface (land) resources, e.g., Forest Service, National Park Service, BLM, etc....

DE 3131 Srvy Type (Survey Type) - This single-character alphanumeric field identifies the type of survey used to define the current case land record. A four character description of the survey type appears following the Survey Type field. Data Element 3131 identifies survey types.

- DE 3118** **Srvy Num (Survey Number)** - This seven-character alphanumeric field identifies the survey number used in identifying the case land record. Data Element 3118 defines survey number. The survey number can be a number and/or a letter assigned to an area of land as the result of a survey. The survey number also identifies areas such as lots, tracts, homestead entries, mineral surveys, etc....
- Srvy Dir (Survey Direction)** - This two-character alphanumeric field identifies the direction of a portion of a special survey.
- Srvy Frac (Survey Fraction)** - This single-character alphanumeric field specifies the fractional code of a special survey.
- Srvy Suf (Survey Suffix)** - This two-character alphanumeric field identifies the survey suffix.
- DE 2904** **Aliquot (Aliquot Part)** - This ten-character alphanumeric field designates the aliquot part described in the case land record. If the case is a mining claim case, the Aliquot Part field contains the quadrant of the mining claim. An aliquot part is a subdivision of a section resulting from a series of halving and/or quartering the section. Data Element 2904 defines aliquot part designations.
- Free Format** - This 25-character field contains miscellaneous land description information, e.g., short metes-and-bounds descriptions or a portion of an aliquot part (N or river). This field may also reference additional information in general remarks relating to the land description.
- Sq Ft (Square Feet)** - This ten-digit field specifies the number of square feet allotted to the current case land record. In Case Processing, small case land areas may be entered in square feet or acres. The System automatically completes the case land acres field, converting the square feet value to acres.
- DE 3138** **Acres (Case Land Acres)** - This 14-digit field specifies the number of acres in the current case land record. This field right justifies the total number of acres assigned to the case land description. The total acres entered for the current case land record description are counted here, including any rejected, withdrawn, patented, etc... acres for the case. See Data Element 3138 for a description of case land acres.

Last Act (Last Action Date, Code and Description)

This group of fields contains the date of the last action taken on the current land record, the action code and the code description.

DE 2507 **U.S. Rights** - This six record, three-character field contains the code, with description, of all rights reserved on the land for the displayed action/land tie (the last action and the land record). Data Element 2507 contains detailed descriptions of U.S. rights and title.

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3.3 Units/Commodity Information (CASE151F - Page 7)

This page allows you to view Units/Commodity information pertaining to specific action records within the specified case(s) retrieved on the Selection Criteria/Case Report page.

When you access the seventh option, Units/Commodity Information using any of the procedures described in the Retrieval Options page documentation, the Units/Commodity Information page, shown in Figure 19, appears with your cursor in the Option field at the bottom of the screen.

This page contains units/commodity information and related action information specific to the retrieved case file(s), including case serial number, action number, action date, action code and description, action remarks, commodity code, measurement code, measurement quantity and money amount.

CASE151F BLM - On-line Case Abstract - Units/Commodity Information 01-JUL-92				
Geo St AK Land Ofc RA Prefix Ser Num 031279 Suffix				
Act Num	Act Date	Act Code	Act Rmks	
001				
Cmdty Code	Meas Code	Meas Qty	Money Amt	
Cmdty Code	Meas Code	Meas Qty	Money Amt	
Cmdty Code	Meas Code	Meas Qty	Money Amt	
Enter a new option or 0 for option menu.				
Working...				
Char Mode: Replace Page 7			Count: *0	

Figure 19 Units/Commodity Information - (CASE151F - Page 7)

The units/commodity records appear in order by action number and commodity code, displaying three units/commodity records on the screen at a time.



Use the NEXT/PREVIOUS SET keys to scroll through the additional records if there are more records available than the initial three that the System displays.

When you reach the last units/commodity record for the current action number, the following message appears in the message line:

At last record

When you reach the first units/commodity record for the current action, the following message appears in the message line:

At first record

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular units/commodity records by action within the displayed case.



To enter and execute a query, press the ENTER QUERY key. The fields in both blocks of data clear, except the Case Serial Number fields. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Use the NEXT FIELD key to move the cursor from one field to the next, typing query parameters as needed.

You may only enter query parameters in the action fields.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities.



Press EXECUTE QUERY when you complete the entry of your query parameters. All units/commodity records for the current case which contain matches to the query parameters appear in the units/commodity information page.

Press ENTER QUERY and EXECUTE QUERY without entering any query parameters to retrieve all units/commodity records for the current case.

To access units/commodity records associated to another action number, use the NEXT/PREVIOUS RECORD keys to scroll through any additional action and units/commodity records.

If no units/commodity data are associated with the displayed action record, the following message appears in the message line:

Query caused no records to be retrieved

When you reach the last action record with associated units/commodity data, the following message appears in the message line:

At last record

When you reach the first action record with associated units/commodity data, the following message appears in the message line:

At first record



To view the units/commodity records of other cases retrieved in your On-line Case Abstract query, press the NEXT/PREVIOUS CASE keys identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the units/commodity data for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page.

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press NEXT FIELD to continue to the next consecutive page.

Type the option number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.

Type 0 (zero) or press CURSOR HOME to return to the retrieval options. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages, from the Retrieval Options page using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the units/commodity data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - Units/Commodity Information Page (CASE151F - Page 7). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all land, mineral and mining claim case files. All other data associated to a case are linked via the case serial number and the customer ID.

Act Num (Action Number) - The System automatically updates this three-digit numeric field for each action entered on a case. This number ties the action to lands, units/commodity, U.S. rights, and other action related data.

Act Date (Action Date) - This 11-character field contains the date the identified action took place.

**DE 1775/
2960**

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case, case land data, U.S. rights data, or units/commodity data. Data Elements 1775/2960 contain appropriate action codes. A description of the action code follows the code.

Act Rmks (Action Remarks) - This 21-character alphanumeric field consists of free format remarks pertaining to the current action code. If the action remarks exceed 21 characters, additional remarks appear on the General Remarks page.

DE 2508

Cmdty Code (Commodity Code) - This three-digit numeric field identifies the type of commodity described in the transaction for the current action. Data Element 2508 contains a valid list of commodity codes. The commodity code description appears below the displayed code.

DE 5872

Meas Code (Measurement Code) - This three-digit field identifies the units of measure, such as tons, feet, miles, etc.... Data Element 5872 contains valid measurement codes.

Meas Qnty (Measurement Quantity) - This partitioned 12-digit field contains the quantity (number) of units (measurement code) of the commodity for this action. The first eight digits contain the whole number of units. The second four digits, following the decimal point, contain any fractional amount.

Money Amt (Money Amount) - This 11-digit numeric field contains two parts, nine digits for a whole number value and two digits for a decimal portion, recording the money amounts paid or received for the identified commodity.

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3.3 Financial Information (CASE151F - Page 8)

This page allows you to view financial transactions pertaining to the specified case(s) retrieved on the Selection Criteria/Case Report page.

When you access the eighth option using any of the procedures described in the Retrieval Options page documentation, the Financial Information page, shown in Figure 20, appears with your cursor in the Option field at the bottom of the screen.

This page contains information on financial transactions made related to the retrieved case file(s) including case serial number, action date, action code and description, receipt, money amount and total money amount received for the case.

CASE151F BLM - On-line Case Abstract - Financial Information					01-JUL-92	
Geo St	AK	Land Ofc	RA	Prefix	Ser Num 031279	Suffix
Act Date	Act	Code	Receipt	Money Amt		
Total for this case:						
Enter a new option 2 or 0 for option menu.						
<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>						
Query caused no records to be retrieved.						
Char Mode: Replace Page 8				Count: *0		

Figure 20 Financial Information - (CASE151F - Page 8)

The financial transaction records appear in order by action date, displaying up to ten financial records on the screen at a time.



If the current case contains more than ten financial records, use the NEXT/PREVIOUS SET or NEXT/PREVIOUS RECORD keys to scroll through the additional records.

When you reach the last financial record for the current case, the following message appears in the message line:

At last record

When you reach the first financial record for the current case, the following message appears in the message line:

At first record

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular financial records within the displayed case.



To enter and execute a query, press the ENTER QUERY key. The fields clear except the Case Serial Number. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Use the NEXT FIELD key to move the cursor from one field to the next, typing query parameters in the fields as needed.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities. However, use the wildcard character discriminately to avoid extensive System searches.



When your query parameter entries are complete, press EXECUTE QUERY. All financial records for the current case which contain matches to the query parameters appear in the financial information fields.

Press ENTER QUERY and EXECUTE QUERY without entering any query parameters to retrieve all financial records.



To view the financial records of other cases retrieved in your On-line Case Abstract query, press the NEXT PAGE/PREVIOUS PAGE keys.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the financial records for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the geo state field of the case serial number on the Selection Criteria/Case Report page.

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press NEXT FIELD to continue to the next consecutive page.

Type the option number of the page you want to view if that page number is not the same as the default value. Press NEXT FIELD to execute your choice.

Type 0 (zero) or press CURSOR HOME to return to the retrieval options. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages from the Retrieval Options using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the financial data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - Financial Information Page (CASE151F - Page 8). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all land, mineral and mining claim case files. All other data associated to a case are linked via the case serial number and the customer ID.

Act Date (Action Date) - This 11-character field contains the date the identified action took place.

**DE 1775/
2960** **Act Code (Action Code)** - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to a case, financial, case land data, U.S. rights data, or units/commodity data. Data Elements 1775/2960 contain appropriate action codes. A description of the action code follows the code.

Receipt - This seven-digit field contains the System-generated number of the accounting advice receipt associated with the displayed financial transaction.

Money Amt (Money Amount) - This 15-digit numeric field contains two parts, 12 digits for a whole number value and two digits for a decimal portion, recording the money amounts paid or received.

Total (Total Money Amount) - This 16-digit numeric field contains the total amount of money received for this case.

3.3 Geographic Name Information (CASE151F - Page 9)

This page allows you to view geographic name data regarding the specified case(s) retrieved on the Selection Criteria/Case Report page.

When you access the ninth option, Geographic Name Information using any of the procedures described in the Retrieval Options page documentation, the Geographic Name Information page, shown in Figure 21, appears with your cursor in the Option field at the bottom of the screen.

This page contains geographic name information related to the retrieved case file(s) including case serial number and geographic names.

The geographic name records appear in alphabetical order, displaying up to 12 records on the screen at a time.

CASE151F BLM - On-line Case Abstract - Geographic Name Information 01-JUL-92
Geo St AK Land Ofc RA Prefix Ser Num 031279 Suffix

Geographic Names

Enter a new option 10 or 0 for option menu.

<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>

Query caused no records to be retrieved.
Char Mode: Replace Page 9 Count: *0

Figure 21 Geographic Name Information - (CASE151F - Page 9)

If the current case does not contain geographic name data, the following message appears in the message line:

Query caused no records to be retrieved



If the current case contains more than 12 geographic name records, use the NEXT/PREVIOUS SET or NEXT/PREVIOUS RECORD keys to scroll through the additional records.

NOTE:

If you choose to use the NEXT/PREVIOUS RECORD keys, the records do not scroll until you pass through all twelve records, i.e., twelve keystrokes.

When you reach the last geographic name record for the current case, the following message appears in the message line:

At last record

When you reach the first geographic name record for the current case, the following message appears in the message line:

At first record

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular geographic name records within the displayed case.



To enter and execute a query, press the ENTER QUERY key. The field clears, except the case serial number. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Type your query parameters in the geographic name record field as needed.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities.



Press **EXECUTE QUERY** when you complete the entry of your query parameters,. All geographic name records for the current case which contain matches to the query parameters appear in the Geographic Name field.

Press **ENTER QUERY** and **EXECUTE QUERY** without entering any query parameters to retrieve all geographic name records.



To view the geographic name records of other cases retrieved in your query, press the **NEXT/PREVIOUS CASE** keys identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the geographic name records for another case or cases, press the **CLEAR PAGE** key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria/Case Report page of the On-line Case Abstract Form (CASE151F).

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press **NEXT FIELD** to continue to the next consecutive page.

Type the option number of the page you want to view if that page number is not the same as the default value. Press **NEXT FIELD** to execute your choice.

Type 0 (zero) or press **CURSOR HOME** to return to the retrieval options. Press **NEXT FIELD** to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages from the Retrieval Options page using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the geographic name data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - Geographic Name Information Page (CASE151F - Page 9). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the Interim System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all land, mineral and mining claim case files. All other data associated to a case are linked via the case serial number and the customer ID.

Geographic Name - This 40-characters per record (line) alphanumeric field identifies geographic or site names associated with a case and contains 12 visible records. There is no limit to the number of records of geographic names that you can have in the Geographic Name field. Each geographic name constitutes a separate record limited to one line in length.

NOTE:

The System sorts geographic name records alphabetically regardless of entry order.

3.3 General Remarks Information (CASE151F - Page 10)

This page allows you to view general remarks pertaining to the specified case(s) retrieved on the Selection Criteria/Case Report page.

When you access the tenth option, General Remarks Information using any of the procedures described in the Retrieval Options page documentation, the General Remarks Information page, shown in Figure 22, appears with your cursor in the Option field at the bottom of the screen.

This page contains general remarks information related to the retrieved case file(s).

The general remarks records appear in the order in the case, displaying up to ten records on the screen at a time.

CASE151F BLM - On-line Case Abstract - General Remarks Information 01-JUL-92

Geo St AK Land Ofc RA Prefix Ser Num 031279 Suffix

General Remarks

FINAL PROTEST DATE 7/3/84.
PAR A,B&C IN PPP WIN # 1562

Enter a new option 11 or 0 for option menu.

<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>

Char Mode: Replace Page 10 Count: *0

Figure 22 General Remarks Information - (CASE151F - Page 10)

If the current case does not contain general remarks, the following message appears in the message line:

Query caused no records to be retrieved



If the current case contains more than ten general remarks records, use the NEXT/PREVIOUS SET or NEXT/PREVIOUS RECORD keys to scroll through the additional records.

NOTE:

If you choose to use the NEXT/PREVIOUS RECORD keys, the records do not scroll until you pass through all ten records, i.e., ten keystrokes.

When you reach the last general remarks record for the current case, the following message appears in the message line:

At last record

When you reach the first general remarks record for the current case, the following message appears in the message line:

At first record

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular general remarks records within the displayed case.



To enter and execute a query, press the ENTER QUERY key. The fields clear except the case serial number. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Type your query parameters in the general remarks record field as needed.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities. However, use the wildcard character discriminately to avoid extensive System searches.



When you have completed entering your query parameters, press **EXECUTE QUERY**. All general remarks records for the current case which contain matches to the query parameters appear in the general remarks information page.

Press **ENTER QUERY** and **EXECUTE QUERY** without entering any query parameters to retrieve all action records.



To view the general remarks records of other cases retrieved in your query, press the **NEXT/PREVIOUS CASE** keys identified in the legend line.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the general remarks records for another case or cases, press the **CLEAR PAGE** key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria page.

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press **NEXT FIELD** to continue to the next consecutive page.

Type the option number of the page you want to view if that page number is not the same as the default value. Press **NEXT FIELD** to execute your choice.

Type 0 (zero) or press **CURSOR HOME** to return to the retrieval options. Press **NEXT FIELD** to execute your choice.

Press **NEXT BLOCK** to continue to your next selected page if you selected particular pages from the Retrieval Options page using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the general remarks data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - General Remarks Information Page (CASE151F - Page 10). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all lands, minerals and mining claims case files. All other data associated to a case are linked via the case serial number and the customer ID.

General Remarks - This 52-characters per record (line) alphanumeric field contains ten visible records. There is no limit to the number of records of remarks that you can have in the General Remarks field.

NOTE:

All remarks remain in the order displayed on the entry form.

3.3 Parcel Occupancy Information (CASE151F - Page 11)



This page allows you to view parcel occupancy information pertaining to the specified case(s) selected on the On-line Case Abstract Selection Criteria/Case Report page (CASE151F).

NOTE:

Only cases with case type 256100 contain parcel occupancy data.

When you access the eleventh option, Parcel Occupancy Information using any of the procedures described in the On-line Case Abstract Retrieval Options page documentation, the Parcel Occupancy Information page, shown in Figure 23, appears with your cursor in the Option field at the bottom of the screen.

CASE151F BLM - On-line Case Abstract - Parcel Occupancy Information 01-JUL-92					
Geo St AK Land Ofc RA Prefix Ser Num 031279 Suffix					
Par Code	Occupancy Date	Last Action			
		Act Date	Act Code	2nd Date/Type	
A	01-AUG-1950	27-MAR-1991	860	ALLOTMENT CERT ISSUED	
B	01-AUG-1950	27-MAR-1991	860	ALLOTMENT CERT ISSUED	
C	01-AUG-1950	27-MAR-1991	860	ALLOTMENT CERT ISSUED	

Enter a new option 12 or 0 for option menu.

<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>

Char Mode: Replace Page 11 Count: *0

Figure 23 Parcel Occupancy Information - (CASE151F - Page 11)

This page contains parcel occupancy information related to the retrieved case file(s) including case serial number, parcel code, occupancy date, last action date, last action code, last action description, second date, and second date type.

The parcel occupancy records appear in order by occupancy date.



If the current case contains more than ten parcel occupancy records, use the NEXT/PREVIOUS SET or NEXT/PREVIOUS RECORD keys to scroll through the additional records.

NOTE:

If you choose to use the NEXT/PREVIOUS RECORD keys, the records do not scroll until you pass through all ten records, i.e., ten keystrokes.

When you reach the last parcel occupancy record for the current case, the following message appears in the message line:

At last record

When you reach the first parcel occupancy record for the current case, the following message appears in the message line:

At first record

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular parcel occupancy records within the displayed case.



Press the ENTER QUERY key to enter and execute a query. The fields clear except the case serial number. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Use the NEXT FIELD key to move the cursor from one field to the next, typing query parameters as needed.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities.



Press **EXECUTE QUERY** when you have completed entering your query parameters. All parcel occupancy records for the current case which contain matches to the query parameters appear in the parcel occupancy information page.

Press **ENTER QUERY** and **EXECUTE QUERY** without entering any query parameters to retrieve all parcel occupancy records.



To view the parcel occupancy records of other cases retrieved in your query, press the **NEXT/PREVIOUS CASE** keys identified in the legend line.

NEXT PAGE accesses the next retrieved case, while **PREVIOUS PAGE** accesses the previous case.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the parcel occupancy records for another case or cases, press the **CLEAR PAGE** key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria/Case Report page.

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press **NEXT FIELD** to continue to the next consecutive page.

Type the option number of the page you want to view if that page number is not the same as the default value. Press **NEXT FIELD** to execute your choice.

Type 0 (zero) or press CURSOR HOME to return to the retrieval options. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages from the Retrieval Options using the Select/Deselect option.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the parcel occupancy data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - Parcel Occupancy Information Page (CASE151F - Page 11). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the System.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all land, mineral and mining claim case files. All other data associated to a case are linked via the case serial number and the customer ID.



Parcel Code - This single-character alphanumeric field identifies the native allotment parcel code. This field identifies the parcel and provides the link to the occupation date of the parcel.

Occupancy Date - This group of fields contains the date the customer claims to have initially occupied the parcel. The date format is DD-MON-YEAR. The System only requires the year portion of the date; consequently, some of the dates may not contain day and month.

Act Date (Action Date) - This 11-character field contains the date the identified action took place.

DE 1775/2960 **Act Code (Action Code)** - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to any record. Data Elements 1775/2960 contain appropriate action codes.

DE 2967 **2nd Date/Type** - The two fields contain the date a response is received to a specific action and the code identifying the type of response. Refer to Data Element 2967 for a list of valid second date types with description.

This page left intentionally blank.

3.3 Case Status Information (CASE151F - Page 12)

This page allows you to view case status information for the specified case(s) retrieved on the Selection Criteria/Case Report page.

When you access the twelfth option, Case Status Information using any of the procedures described in the Retrieval Options page documentation, the Case Status Information page, shown in Figure 24, appears with your cursor in the Option field at the bottom of the screen.

This page contains case status information related to the retrieved case file(s) including case serial number, action date, parcel code, action code/description and case status/description.

The case status action records appear in order by action date.

```

CASE151F  BLM - On-line Case Abstract - Case Status Information  01-JUL-92
Geo St AK  Land Ofc RA  Prefix  Ser Num 031279  Suffix

```

Act Date	P	Act Code	Case Status

Enter a new option or 0 for option menu.

```

<Keys=KP1> <Exit=Esc X> <Nxt Case=EscDn> <Prv Case=EscUp> <New Crit=Esc C>

```

```

Working...
Char Mode: Replace  Page 12                      Count: *0

```

Figure 24 Case Status Information - (CASE151F - Page 12)



If the current case contains more than twelve case status action records, use the NEXT/PREVIOUS SET or NEXT/PREVIOUS RECORD keys to scroll through the additional records.

NOTE:

If you choose to use the NEXT/PREVIOUS RECORD keys, the records do not scroll until you pass through all twelve records, i.e., twelve keystrokes.

When you reach the last case status record for the current case, the following message appears in the message line:

At last record

When you reach the first case status record for the current case, the following message appears in the message line:

At first record

NOTE:

You may also use the ENTER and EXECUTE QUERY function to query particular case status records within the displayed case.



To enter and execute a query, press the ENTER QUERY key. The fields clear except the case serial number. Note that ENTER QUERY appears in the status line. If this does not appear, you are not in the query mode.

Use the NEXT FIELD key to move the cursor from one field to the next, typing query parameters in the columns as needed.

When typing your query parameters, use the wildcard character, %, as needed to broaden your retrieval capabilities.



When you have completed entering your query parameters, press EXECUTE QUERY. All case status records for the current case which contain matches to the query parameters appear in the case status information page.

Press ENTER QUERY and EXECUTE QUERY without entering any query parameters to retrieve all case status records.



To view the case status action records of other cases retrieved in your query, press the NEXT/PREVIOUS CASE keys identified in the legend line.

NEXT PAGE accesses the next retrieved case, while PREVIOUS PAGE accesses the previous case.

When you reach the last case retrieved, the following message appears in the message line:

At Last Case

When you reach the first case retrieved, the following message appears in the message line:

At First Case

If you want to enter new selection criteria to view the case status action records for another case or cases, press the CLEAR PAGE key identified in the legend line. The cursor returns to the Geo State field of the case serial number on the Selection Criteria/Case Report page.

Option - This two-digit field at the bottom of the page contains your selection for the next page to view within the On-line Case Abstract Form (CASE151F). The System defaults this field value to the next consecutive page number.



Press NEXT FIELD to continue to the next consecutive page.

Type the option number of the page you want to view if that page number is not the same as the default. Press NEXT FIELD to execute your choice.

Type 0 (zero) or press CURSOR HOME to return to the retrieval options. Press NEXT FIELD to execute your choice.

Press NEXT BLOCK to continue to your next selected page if you selected particular pages from the Retrieval Options.

If you enter an invalid page number, the following message appears in the message line:

ERROR: Invalid option selected

NOTE:

You may only view the fields described in this section. If you notice any inconsistencies or discrepancies in the case status data, contact your Supervisor or Data Administrator to initiate a data check on the case.

The remainder of this section provides brief descriptions of each field on the On-line Case Abstract - Case Status Information Page (CASE151F - Page 12). The *Interim System Reference Guide* provides detailed descriptions of these and other fields used in the Interim.

Case Serial Number - This 15-character group of fields includes the Geo State, Land Office, Prefix, Serial Number and Suffix fields. The case serial number identifies all lands, minerals and mining claims case files. All other data associated to a case are linked via the case serial number and the customer ID.

Act Date (Action Date) - This 11-character field contains the date the identified action to set the specified status took place.



Parcel Code - This single-character alphanumeric field identifies the Native Allotment parcel code related to the specified action.

**DE 1775/
2960**

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to affect change and/or notations to any record. Data Elements 1775/2960 contain appropriate action codes.

Following the action code itself is a description field. This field provides a description of the specified action code.

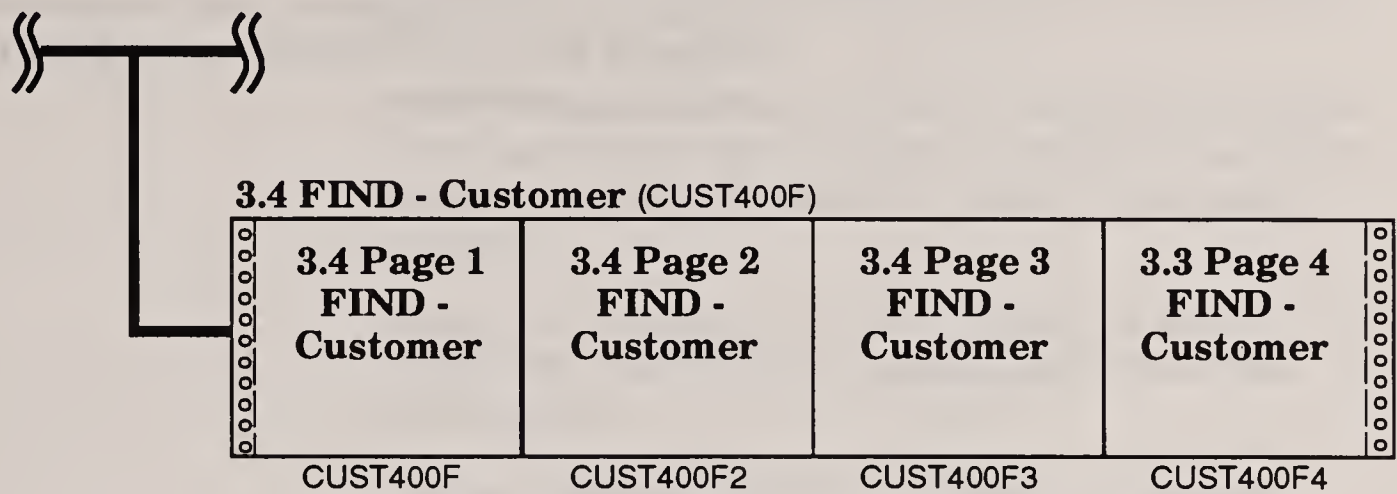
Case Status - This two-digit numeric field identifies the case status, establishing the case (and through association possibly lands within the case) as Pending, Authorized, Rejected, Withdrawn, Denied, Closed,

Following the case status code is a description field. This field provides a description of the specified status code.

3.4 FIND Customer Form (CUST400F)

Introduction

The FIND Customer Form (CUST400F) is the fourth option in the Data Retrieval Functions Menu. This form contains four pages, a name selection page, an address selection page, a case serial number list page, and a case/customer association page.



This form allows you to search and view customer information and customer-related case serial number data on-line. In addition, you may access the On-line Case Abstract Form (CASE151F) for a specific case serial number directly from the third page. FIND - Customer information includes: customer name, customer ID, name number, address, address number, case serial number lists, and case/customer associations of specific names and addresses linked to each case.

Example:

A customer ID may contain three names and three addresses, each making up various combinations of name and address within the established cases. Use this form to view the specific name and address associations within each case serial number.

When you access the FIND - Customer Form (CUST400F) to retrieve and view customer information, the Name Selection page appears on the screen with your cursor in the Pointer field.

NOTE:

If you choose to access the On-line Case Abstract Form (CASE151F) directly from the FIND - Customer Form (CUST400F), when you exit the On-line Case Abstract Form you return to the FIND - Customer Form.

If you want to exit from any page within the FIND - Customer Form (CUST400F), press EXIT to return to the last accessed menu.

3.4 FIND - Customer (CUST400F - Page 1)

This form allows you to search and view customer data and related case serial numbers. You may use any part of the customer name or customer ID to search for your particular customer.

When you select the FIND - Customer option, the selection criteria page of the FIND - Customer Form (CUST400F - Page 1) appears, as shown in Figure 1, with your cursor in the Pointer field.

The FIND form allows you to enter selection criteria to search the System for customer information, including customer names, addresses and related case serial numbers.

When you first enter the FIND - Customer Form (CUST400F), the following message appears in the message line:

Press <ENTER QUERY> to query customer names. Use arrow keys to select customer.

Customer Name	Cust ID	Name Num
-->		

Press <ENTER QUERY> to query customer names. Use arrow keys to select customer.
Char Mode: Replace Page 1 Count: *0

Figure 1 FIND - Customer Form (CUST400F - Page 1)

NOTE:

If you know the customer ID, press NEXT BLOCK or NEXT FIELD to continue to FIND - Customer (CUST400F - Page 3). Follow the instructions provided in the FIND - Customer (CUST400F - Page 3) documentation to retrieve case serial numbers associated with the customer ID.



Press the ENTER QUERY key, the cursor moves into the Customer Name field, and the following message appears in the message line:

**Enter a query, press EXECUTE QUERY
to execute, EXIT to cancel.**



Type your query parameters (e.g., a part of the name, customer ID or name number, JAP0%) in the appropriate fields. Use the NEXT FIELD key to move the cursor from field to field.

Use the wildcard character, %, as needed to broaden your query.



Press the EXECUTE QUERY key to query the System for customers that match your query parameters.

Example:

Press ENTER QUERY.

The cursor moves into the first line of the Customer Name field.

Type MILLER% in the Customer Name field.

Press EXECUTE QUERY.

The System retrieves all customers with the last name MILLER into the Customer block of data on the FIND - Customer Form (CUST400F).

Use the NEXT/PREVIOUS SET and NEXT/PREVIOUS RECORD keys to scroll through the retrieved customer names.

NOTE:

When you query by name, all name numbers for a given customer ID may not appear.



Press NEXT FIELD when you locate the appropriate name, selected by the cursor arrow, to retrieve all addresses associated with the Customer ID selected, and continue to page two of the FIND - Customer form.

If more than one address exists for the selected customer ID, the System displays those addresses in the address block on page two.

The following describes the fields on page one of the FIND - Customer form. The *Interim System Reference Guide* contains additional field descriptions.

Customer Name - This two-line, fifty characters per line field contains the customer name (or names) retrieved which match your query. Each customer may have multiple names, e.g., **AT&T, AT&T Customer Service, AT&T Long Distance, AT&T Application Systems, etc....**

Cust ID (Customer ID) - This nine-digit numeric field contains a unique customer ID representing a specific BLM customer. Each customer within the BLM's automated systems receives one unique customer ID located in the customer database. Each customer ID may have multiple names (name numbers) and addresses (address numbers).

Name Num (Name Number) - This three-digit field contains the sequentially assigned number for each customer name within a specified customer ID.



Press EXIT at any time to exit this form and return to the last accessed menu.

This page intentionally left blank.

3.4 FIND - Customer Form (CUST400F - Page 2)

When you access page two of the FIND - Customer Form (CUST400F), your cursor appears in the Pointer field to the left of the displayed address(es) associated with the customer selected on page one.

The following message appears in the message line:

Use arrow keys to choose an address then press <NEXT FIELD> to continue.



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the retrieved addresses, selecting the appropriate address with the cursor arrow.

Press PREVIOUS FIELD to return to page one and view the queried names again or query a different customer name.

You may also query the addresses within the current customer ID. Generally, you would want to do this only if the list of addresses extends beyond one screen (six addresses).

CUST400F		FIND - Customer Addresses		15-APR-92	
-->	Address	C/O DON SHELDON GENERAL DELIVERY	City	TALKEETNA ST AK	Addr Num Zip 99676 001
	Address		City		Addr Num
	Address		City		Addr Num
	Address		City		Addr Num
	Address		City		Addr Num
	Address		City		Addr Num

Use arrow keys to choose an address then press <NEXT FIELD> to continue.

Char Mode: Replace Page 2 Count: *1

Figure 1 FIND - Customer Form (CUST400F - Page 2)



Press ENTER QUERY to clear the fields on the page. Press NEXT FIELD to move the cursor through the address, city, state, ZIP and address number fields.

Type your query parameters as needed in one or more of the fields, using the wildcard character, %, to broaden your query.



Press EXECUTE QUERY when your query parameters are as you want them.

Locate the address for which you want to view case information, using the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys.



Press NEXT FIELD to continue to the FIND - Customer Form (CUST400F - Page 3) to obtain a list of case serial numbers associated with the selected customer ID.

The System carries forward the customer ID, the selected name and address number if appropriate, to page three of the FIND - Customer Form (CUST400F - Page 3).

The following describes the fields on page two of the FIND - Customer Form (CUST400F). The *Interim System Reference Guide* contains additional field descriptions for this form.

Address - This two-line, 30-character per line field contains the complete address of the customer.

City - This 20-character field contains the city name in which the customer resides or uses for a mailing address.

State - This two-character field contains the state abbreviation for the address.

ZIP - This ten-character field contains the five or ten character ZIP code.

NOTE:

The System links the customer name and the customer address to the customer ID independently of one another, allowing different name and address combinations within a single customer ID.

Addr Num (Address Number) - This three digit field contains the sequentially assigned number for each customer address within a specified customer ID.

This page intentionally left blank.

3.4 FIND - Customer (CUST400F - Page 3)

This page allows you to view customer data and related case serial numbers based upon the System query performed on page one and two of the FIND - Customer Form (CUST400F) or the customer ID entered on this page.

When you press NEXT FIELD on a selected address on the FIND - Customer Form (CUST400F - Page 2), page three appears as shown in Figure 1, with your cursor in the Customer ID field.

Detailed descriptions of the fields on this form precede entry instructions. The *Interim System Reference Guide* contains additional field descriptions for this page.

Cust ID (Customer ID) - This mandatory nine-digit numeric field contains a unique customer ID representing a specific BLM customer. Each customer within the BLM's automated systems receives one unique customer ID located in the customer database. Each customer ID may have multiple names (name numbers) and addresses (address numbers) as displayed on pages one and two of this form.

CUST400F

FIND - Customer

15-APR-92

Customer ID 000043012

Name Num 001

Addr Num 001

Case Serial Num

Case Type

Status

Press Next Field to Display Abstract Information.

Please Enter Customer ID. Then Press <NEXT FIELD> To Continue.

Char Mode: Replace Page 3

Count: *0

Figure 1 FIND - Customer Form (CUST400F - Page 3)

When you access the FIND - Customer Form (CUST400F - Page 3) the following message appears in the message line :

**Please Enter Customer ID. Then press
<NEXT FIELD> to continue**

If you entered a customer name on page one of this form when you access page three, the System carries forward the customer ID obtained through the System query.



Press NEXT FIELD to accept the customer ID carried from the previous page and continue to the Name Number field, or type the customer ID in the space provided. Press NEXT FIELD to continue to the Name Number field.

If you enter an invalid customer ID, the following message appears in the message line:

ERROR: Customer ID not on File

If you attempt continue to the Name Number field without entering a customer ID, the following message appears in the message line:

ERROR: Mandatory Field has not been entered

Name Num (Name Number) - This three-digit field contains the sequentially assigned number for each customer name within a specified Customer ID.

When you access the Name Number field, the following message appears in the message line:

Press <NEXT FIELD> to select specific cases or clear the field for all.

The System carries forward the selected name number associated with the Customer ID chosen on page one.



Press NEXT FIELD to accept the name number carried forward from the previous page, or type the appropriate name number in the space provided to override the name selected on page one. Press NEXT FIELD to continue to the Address Number field.



Leave the Name Number field blank, or press CLEAR FIELD to clear the field, selecting all names within the specified customer ID.

If you enter an invalid name number for the specified customer ID, the following message appears in the message line:

ERROR: No Customer Name on File

Addr Num (Address Number) - This three digit field contains the sequentially assigned number for each customer address within a specified customer ID.

When you access the Address Number field, the following message appears in the message line:

Press <NEXT FIELD> to select specific cases or clear the field to select all.

The System carries forward the selected address number chosen on page two.



Press NEXT FIELD to accept the address number carried forward from the previous page and query the System for a list of case serial numbers, or type the appropriate address number in the space provided to override the address selected on page two. Press NEXT FIELD to query the System for a list of associated case serial numbers.



Leave the Address Number field blank, or press CLEAR FIELD to clear the field, to select **all** address numbers.

If you enter an invalid address number for the specified customer ID, the following message appears in the message line:

ERROR: Customer Address Number not on File



Press NEXT FIELD to query the System for a list of case serial numbers containing the specified customer ID, and name and address combination.

When you press NEXT FIELD to query the System for a list of case serial numbers associated with the specified customer ID, the following message appears in the message line:

Query will retrieve x records

Press any function key to acknowledge message.



Press any function key to acknowledge the message identifying how many cases the form will retrieve. The cursor returns to the Customer ID field.

All, if any, case serial numbers associated with the specified customer appear in the lower block of this page.

From the Case Serial Number field, you may query a particular case type, case status or case serial number for this customer; you may access the On-line Case Abstract Form (CASE151F); or, you may continue to page four of the FIND - Customer Form (CUST400F) to view name and address connections for each case, along with the case serial number, customer ID, interest relationship, percent interest, change date and employee ID.

Case Serial Number - These 15-character codes identify specific land, mineral or mining claim cases established within the System for the specified customer.

When you query the System for a list of cases associated with the specified customer, up to 13 case serial numbers appear in the column at once.

Along with the case serial number is the associated case type and case status for each case.

Case Type - This six-digit field identifies the type of case displayed, 311111 - O&G LEASE NONCOM PUB LAND, 256100 - NATIVE ALLOTMENT, etc....

Case Status - This two-digit field represents the status of the case, e.g., 02 - Pending, 07 - Closed. There are seven abbreviations for the valid case status codes.

When you are in the Case Serial Number field, use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the retrieved cases.

You may also query a particular case or cases from the cases retrieved for the current customer.



Press ENTER QUERY in the Case Serial Number field. The three fields in this block, Case Serial Number, Case Type and Case Status fields, clear for you to enter your query parameters.

Use the NEXT/PREVIOUS FIELD keys to move from field to field. Type your query parameters in the appropriate fields, using the wildcard character, %, as needed.

EXAMPLE:

You want to see all of the Oil and Gas lease non-competition public land cases that are pending for this customer.

Press ENTER QUERY. Press NEXT FIELD to move the cursor into the Case Type field.

Type 311111 for O&G LSE NONCOMP PUB LAND in the Case Type field. Press NEXT FIELD to continue to the Case Status field.

Type 02 for PENDING in the Case Status field.

Press EXECUTE QUERY to query the System for all 311111 case type, pending cases from within the specified customer.

All oil and gas, case type 311111, pending cases appear in the for this customer.



Press NEXT FIELD to continue to the On-line Case Abstract form (CASE151F) or NEXT BLOCK to continue to page four of the FIND - Customer form (CUST400F) when you locate a case for which you want to view additional information.

Refer to the documentation on page four of the FIND - Customer form (CUST400F) for information regarding that page.

Refer to the On-line Case Abstract (CASE151F) documentation regarding usage of the On-line Case Abstract Form.

NOTE:

When you exit the On-line Case Abstract Form (CASE151F), you will return to page three of the FIND - Customer Form (CUST400F).



Press EXIT to exit the FIND - Customer Form (CUST400F) at any time to exit the form and return to the last accessed menu.

This page intentionally left blank.

3.4 FIND - Customer (CUST400F - Page 4)

This page allows you to view customer name and address information as it relates to the individual cases based upon the case serial number query performed on page three.

For each case/customer relationship, this page displays the case serial number, the customer ID, interest relationship, per cent interest, change date, employee ID, and name and address number associated with the case.

When you press NEXT BLOCK in the Case Serial Number field on page three of the FIND - Customer Form (CUST400F), page four appears as shown in Figure 1, with your cursor in the Case Serial Number field.

This page primarily functions as a viewing page. You may query and scroll through the retrieved cases, but you may not edit data.

CUST400F		FIND - Case/Customer Information				15-APR-92	
Case Ser Num	Cust ID	IR	Pct Int	Chg Date	Empl ID		
AKFF 084737	000084727	01	100	31-MAR-92	LKOH		
	001	MINYARD THOMAS J					
	001	1360 FAIRFIELD DRIVE, BOULDER, CO					
AKFF 084749	000084727	01	100	15-APR-92	LKOH		
	001	MINYARD THOMAS J					
	001	1360 FAIRFIELD DRIVE, BOULDER, CO					

Char Mode: Replace Page 4 Count: *2

Figure 1 FIND - Customer Form (CUST400F - Page 4)



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the case/customer information displayed on page four of the FIND - Customer form.

You may also query particular cases following the standard query procedures.



Press ENTER QUERY. All fields, except the Customer ID field, clear for you to enter your query parameters.

Use the NEXT/PREVIOUS FIELD keys to move from field to field to enter your query parameters.

Type your query parameters in the appropriate fields, using the wildcard character, %, as needed.



Press EXECUTE QUERY to retrieve a specific case or multiple cases for the specified customer.

EXAMPLE:

Press ENTER QUERY. Move the cursor into the Interest Relationship (IR) field using the NEXT FIELD key.

Type 04 in the Interest Relationship field.

All cases which contain the specified customer as a customer in the case appear on page four.



Press PREVIOUS FIELD or PREVIOUS BLOCK to return to page three. Or, press NEXT BLOCK to return to page one of the FIND - Customer Form (CUST400F).

Press EXIT to exit the FIND - Customer Form (CUST400F) and return to the last accessed menu.

Detailed descriptions of the fields follow. The *Interim System Reference Guide* contains additional field descriptions for this form.

Case Serial Number - These 15-character codes identify specific land, mineral or mining claim cases established within the System for the specified customer.

Cust ID (Customer ID) - This nine-digit numeric field contains a unique Customer ID representing a specific BLM customer. Each customer within the BLM's automated systems receives one unique customer ID located in the customer database. Each customer ID

may have multiple names (name numbers) and addresses (address numbers) as displayed on pages one and two of the FIND - Customer Form (CUST400F).

Interest Relationship (IR) - This two-digit field identifies the customer's relationship to the case using the appropriate BLM abbreviation, e.g., 01 - APPLICANT, 15 - LESSEE, 45 - OFFICE OF RECORD, 10 - DESIGNATED OPERATOR.

Percent Interest - This nine-digit numeric field identifies the percentage of interest owned by the current customer in the case displayed.

Chg Date (Change Date) - This eleven-character field contains the date the case data for the selected customer was last changed.

Empl ID (Employee ID) - This eight-character field contains the employee login of the employee who last edited the selected customer's record in the case file.

Name Num (Name Number) - This three-digit field contains the sequentially assigned number for each customer name within a specified customer ID.

Addr Num (Address Number) - This three digit field contains the sequentially assigned number for each customer address within a specified customer ID.



Press EXIT to exit this form and return to the last accessed menu.

This page intentionally left blank.

3.5 FIND - Document (CASE400F - Page 1)

This form allows you to search and view case information, i.e., case serial number, case type, case status and case lands, related to a specified document type and number.

When you select the FIND - Document option from the Data Retrieval Functions Menu, the FIND - Document Form (CASE400F) appears, as shown in Figure 1, with your cursor in the Document Type field.

DE 2577
or...
LOV ♥

Document Type - This two-character field identifies the type of document issued (e.g., patent, quit claim deed, etc...). Data Element 2577 and LOV contain valid lists of document type codes. This field zero-fills.

CASE400F

BLM Interim LIS - FIND Document

15-APR-92

Document Type

Document Num

Case Serial Num

Case Type

Status

<Show Keys=KP1> <Call ABSCAN=Tab> <See Caselands=Esc B> <Exit=Esc X>

LOV

Char Mode: Replace Page 1

Count: *0

Figure 1 FIND - Document Form (CASE400F)

If you attempt to bypass the Document Type field without entering a code, the following message appears in the message line:

ERROR: Mandatory field has not been entered



Type the document type. Press NEXT FIELD to continue to the Document Number field.

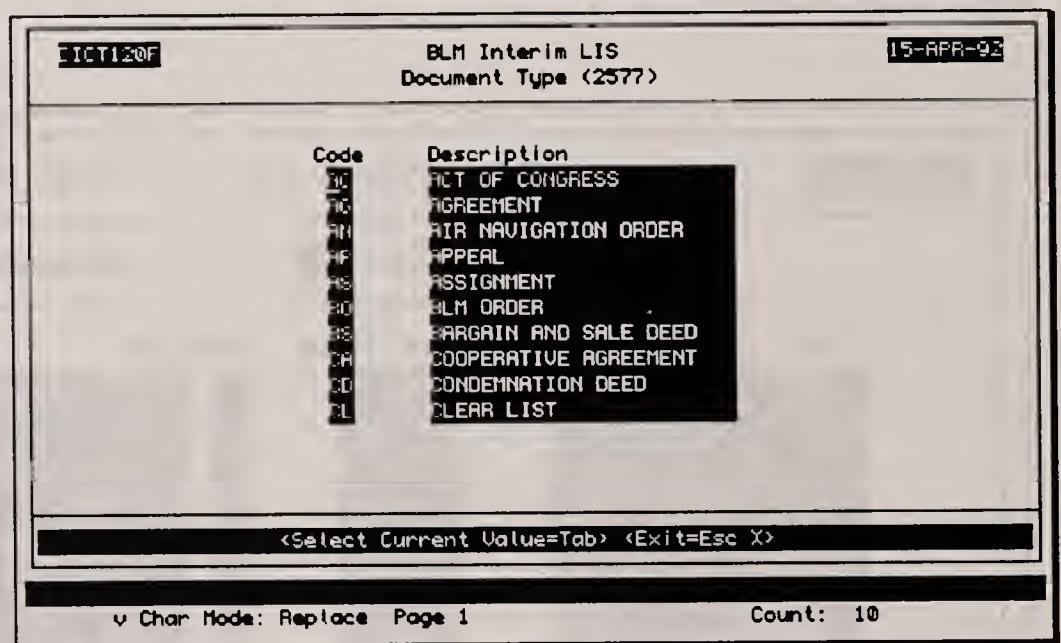
If you enter an invalid document type, the following message appears in the message line:

ERROR: Invalid Document Type

If you do not know the appropriate document type, press LOV to obtain an on-line list of valid document type codes.

LOV ♥

When you access the Document Type LOV Screen, Figure 2 appears with your cursor in the Code column and the first set of valid document type codes visible on the screen.



Code	Description
AC	ACT OF CONGRESS
AG	AGREEMENT
AN	AIR NAVIGATION ORDER
AP	APPEAL
AS	ASSIGNMENT
AD	BLM ORDER
AE	BARGAIN AND SALE DEED
CH	COOPERATIVE AGREEMENT
CD	CONDEMNATION DEED
CL	CLEAR LIST

<Select Current Value=Tab> <Exit=Esc X>

v Char Mode: Replace Page 1 Count: 10

Figure 2 Document Type LOV Screen (DICT120F)

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the valid document type codes.

You may also query a particular value following the standard query procedures.

Press ENTER QUERY to clear the columns and place the cursor in the first Code field. Use the NEXT FIELD to move the cursor back and forth between the Code and Description fields.

Type your query criteria in one or both fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve data that match your query criteria.

LOV Example:

Press ENTER QUERY.

Press the NEXT FIELD key to move the cursor into the Description field.

Type R% in the Description field.

Press EXECUTE QUERY.

All document type codes with a description beginning with R and their corresponding codes appear in the columns.

Locate the appropriate code using the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys.

Press NEXT FIELD to accept the current value and carry it back to the FIND - Document form.

Press EXIT to exit the LOV screen without retrieving any of the displayed values.

Document Number - This eight-character field identifies the number of the document or a date associated with the document.

If you attempt to bypass the Document Number field without entering a value, the following message appears in the message line:

**ERROR: Mandatory field has not
been entered**



Type the document number, including any preceding zeros (e.g., 00039521). Press NEXT FIELD to query the System and retrieve all case serial numbers which contain the specified document type and number.

This form also displays the associated case type and case status for each case serial number retrieved.

If there are no matches to your query or you enter an invalid document number, the following message appears in the message line:

Query caused no records to be retrieved.

The cursor returns to the first space in the Document Type field if no records are retrieved.

When the System retrieves cases which contain the specified document type and number, the cursor moves into the Case Serial Number field.



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the retrieved cases.

You may also use standard query procedures to query particular cases, e.g., only closed cases or authorized cases, using the case serial number, case type and case status fields for entering your query criteria.

If you query from the Case Serial Number, Case Type or Case Status fields, the System only queries and retrieves cases which also contain the displayed document type and number. This provides for a second, more limiting query.



Press **ENTER QUERY**. All of the fields, case serial number, case type and case status, clear for you to enter your query criteria. The document type and number remain displayed in their respective fields.

Use the **NEXT/PREVIOUS FIELD** keys to move the cursor through the Case Serial Number, Case Type and Case Status fields.



Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press **EXECUTE QUERY** to retrieve those cases that meet your query parameters and also contain the displayed document type and number.

Example:

Press ENTER QUERY.

Press NEXT FIELD twice to move the cursor into the Status field.

Type 07, closed, in the Status field.

Press EXECUTE QUERY.

All closed cases which contain the displayed document type and number appear.

If no records match your query, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter.**

The cursor returns to the Case Serial Number field, and the form remains in the query mode, noted by the **ENTER QUERY** in the status line.



Re-enter your query parameters or press CANCEL to cancel the query.

If you cancel the query, press NEXT FIELD or EXECUTE QUERY to retrieve the initially displayed cases which contain the displayed document type and number.

Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the retrieved cases.



Press NEXT BLOCK on a selected case to view the basic case land information linked to the action(s) which contains the specified document type and number.

If there are no case lands linked to the action that contains the document type and number, the cursor moves into the Act Num field on page two and the following message appears in the message line:

Query caused no records to be retrieved.

Refer to the documentation for page two usage.



Press NEXT FIELD to continue to the On-line Case Abstract Form (CASE151F) for the case selected by the cursor

Refer to the On-line Case Abstract documentation regarding the usage of the On-line Case Abstract Form (CASE151F).

NOTE:

When you exit the On-line Case Abstract Form (CASE151F) you return to page one of the FIND - Document Form (CASE400F).



Press EXIT to exit the FIND - Document Form (CASE400F) and return to the last accessed menu.

This page intentionally left blank.

3.5 FIND - Document (CASE400F - Page 2)

When you press the NEXT BLOCK key (See Case Lands) identified in the Legend line of page one of this form, the second page appears as shown in Figure 1, with the cursor in the Action Number field.

Page two of the FIND - Document Form (CASE400F) displays a limited amount of information on each case land record linked to the action record which contains the document type and number specified on page one. One or more action records for a given case may contain the same document type and number, thus displaying various case land records for each action record.

CASE400F		BLM Interim LIS - FIND Document				15-APR-92	
Serial Number		AKFF 084749		Act 009			
Num	Mer	Twp	Rng	Sec	Aliquot	Acres	Status
000002	13	0030S	0040W	002	SW	160.59	
000003	13	0030S	0040W	001	SE	45.78	

<Show Keys=KP1> <Page One=Esc U> <Exit=Esc X>

^ Char Mode: Replace Page 2 Count: *4

Figure 1 FIND - Document Form (CASE400F - Page 2)

Case Serial Number - This 15-character field contains the case serial number carried forward from the selected case on page one. The case serial number identifies a land, mineral or mining claim case established within the BLM's automated record system.

The Case Serial Number field is not accessible on this page. It simply displays the case serial number selected from page one.

Act Num (Action Number) - This three-digit field contains the action number of the action record(s) in the case that contains the specified document type and number. Each action number identifies a specific action record noted in the case file.

The action number identifies the action which contains the document type and number entered on page one of this form. If this action is also linked to case land records in the case, those case land records appear on this page.



Use the NEXT/PREVIOUS RECORD key to scroll through the action numbers of the action records in the selected case which contain the specified document type and number, if there is more than one action record for the selected case that contains the document type and number.

As you scroll through the action numbers, the case land records associated with the displayed action number appear in the body of the form. If no action to land ties exist for the action record, the following message appears in the message line:

Query caused no records to be retrieved.



Press NEXT BLOCK to move the cursor into the Land Number field of the case land records linked to the displayed action number.

From the Land Number field you may either scroll through the retrieved records or query a particular record or records using the enter/execute query procedures.



Use the NEXT/PREVIOUS SET keys to scroll through the retrieved case land records.

The NEXT/PREVIOUS RECORD keys are not available on this page; if you attempt to use these keys, the following message appears in the message line:

**ERROR: Invalid key -
see On-line Keyboard Template**

Use standard query procedures to query particular case land record(s), e.g., only those records within a particular section or township, using the case land record fields for entering your query criteria.

If you query from these fields, the System only queries and retrieves case land records linked to the displayed action number.



Press ENTER QUERY. The case land record fields clear for you to enter your query criteria. The case serial number and action number remain displayed in their respective fields.

Use the NEXT/PREVIOUS FIELD keys to move the cursor through the case land record fields.



Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve those case land records that meet your query parameters and are also linked to the identified action number.

Example:

Press ENTER QUERY.

Press NEXT FIELD to move into the Section field.

Type 0004 in the Section field.

Press EXECUTE QUERY.

All case land descriptions linked to the identified action record in section 4 appear on the screen.

If no records match your query, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter.**

The cursor returns to the Land Number field, and the form remains in the query mode, noted by the **ENTER QUERY** in the status line.



Re-enter your query parameters or press **CANCEL** to cancel the query.

If you cancel the query, press **EXECUTE QUERY** to retrieve the initially displayed case land records linked to the displayed action number.



Press **PREVIOUS BLOCK** to return to the Action Number field to scroll to the next action number.

Press **PREVIOUS BLOCK** again from the Action Number field to return to page one of the **FIND - Document Form (CASE400F)**.



Press **EXIT** to exit the **FIND - Document Form (CASE400F)** and return to the last accessed menu.

3.6 FIND - Claim Name (CASE403F)

This form allows you to search and view case information, i.e., case serial number, case type and case status, related to a specified claim name.

When you select the FIND - Claim Name option from the Data Retrieval Functions Menu, the FIND - Claim Name Form (CASE403F) appears, as shown in Figure 1, with your cursor in the Claim Name field.

When you access the FIND - Claim Name Form (CASE403F), the following message appears in the message line:

Enter a query; press EXECUTE QUERY to execute, EXIT to cancel

ENTER QUERY also appears in the status line.

Claim Name - This 40-character field contains the claim name used for mining claim cases, case type 384.

The screenshot displays the FIND - Claim Name Form (CASE403F) with a header bar containing 'CASE403F', 'FIND - Claim Name', and the date '15-APR-92'. Below the header is a 'Claim Name' field with a cursor. A table with three columns: 'Case Serial Num', 'Case Type', and 'Status' is shown, with the first column being significantly wider than the others. To the right of the table, the text 'Press Next Field to Display Abstract Information.' is displayed. At the bottom, a status line contains the message 'Enter a query; press KP8 to execute, Esc X to cancel.', 'Char Mode: Replace Page 1', 'ENTER QUERY', and 'Count: *0'.

Case Serial Num	Case Type	Status

Press Next Field to Display Abstract Information.

Enter a query; press KP8 to execute, Esc X to cancel.
Char Mode: Replace Page 1 ENTER QUERY Count: *0

Figure 1 FIND - Claim Name Form (CASE403F)



Type the claim name, or a portion thereof, using the wildcard character, %, as needed. Press EXECUTE QUERY to query the System and retrieve all claim names which meet your query criteria.

If there are no matches to your query, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter**

Re-enter your query criteria and press EXECUTE QUERY.

Only one claim name appears on the form at a given time. Use the NEXT/PREVIOUS RECORD keys to scroll through the claim names retrieved in your query.

When you scroll past the last claim name, the following message appears in the message line, and an asterisk appears next to the record count number in the status line:

Record must be entered or deleted first

Use the PREVIOUS RECORD key to retrieve the last record. You may not add, change, or delete the information displayed. If you attempt to add a new record or change an existing record, the following message appears:

**Form running in query-only mode. Can't
change database fields.**

Example:

Type ELDORADO% in the Claim Name field.

Press EXECUTE QUERY to query the System for all claim names which contain the name ELDORADO.

The first record for the claim name ELDORADO appears in the Claim Name field.

Press the NEXT RECORD key to view the additional claim names which contain the name ELDORADO.



Press NEXT FIELD or NEXT BLOCK to query the System for all case serial numbers that contain the selected claim name.

The cursor moves into the Case Serial Number field.

The second block of data contains the Case Serial Number, Case Type and Case Status Fields.

Case Serial Number - This 15-character field contains the unique identifier for each case within the System. The case serial number links all of the information for a particular case together, i.e., claim name, geo name, customer information, action information, land data, etc....

Case Type - This six-digit field contains the appropriate code used to identify the type of case, e.g., 311111 - O&G LSE NONCOMP PUB LAND, 256302 - HOMESITE ALASKA, 231106 - WDL-BLM WILDERNESS DESIG.

Case Status - This two-digit field contains the code representation of the case status, e.g., 02 - PENDING, 07 - CLOSED, etc....



Use the NEXT/PREVIOUS RECORD keys to scroll through the retrieved cases if there is more than one case.

You may also use standard query procedures to query particular cases, e.g., only closed cases or authorized cases, using the case serial number, case type and case status fields for entering your query criteria.

NOTE:

If you query from the Case Serial Number, Case Type or Case Status fields, the System only queries and retrieves cases which also contain the displayed claim name. This provides for a second, more limiting query of needed information.



Press ENTER QUERY. The case serial number, case type and case status fields clear for you to enter your query criteria. The claim name remains displayed in the top block of the form.

Use the NEXT/PREVIOUS FIELD keys to move the cursor through the Case Serial Number, Case Type and Case Status fields.



Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve those cases that meet your query parameters and also contain the displayed claim name.

Example:

Press ENTER QUERY.

Press NEXT FIELD twice to move the cursor into the Status field.

Type 07, closed, in the Status field.

Press EXECUTE QUERY.

All closed cases which contain the displayed claim name appear.

If no records match your query, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter.**

The cursor returns to the Case Serial Number field, and the form remains in the query mode, noted by the **ENTER QUERY** in the status line.



Re-enter your query parameters or press CANCEL to cancel the query.

If you cancel the query, press NEXT FIELD or EXECUTE QUERY to retrieve the initially displayed cases that contain the displayed claim name.



Use the NEXT/PREVIOUS RECORD keys to scroll through the retrieved cases.

When you locate a case for which you want to view additional information, press NEXT FIELD to continue to the On-line Case Abstract Form (CASE151F).

Refer to the On-line Case Abstract documentation regarding the usage of the On-line Case Abstract Form (CASE151F).

NOTE:

When you exit the On-line Case Abstract Form (CASE151F) you will return to the FIND - Claim Name Form (CASE403F).



Press **EXIT** to exit the FIND - Claim Name Form (CASE403F) and return to the last accessed menu.

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3.7 FIND - Geographic Name (CASE404F)

This form allows you to search and view case information, i.e., case serial number, case type and case status, related to a specified geo name.

When you select the FIND - Geographic Name option from the Data Retrieval Functions Menu, the FIND - Geographic Name Form (CASE404F) appears, as shown in Figure 1, with your cursor in the Geographic Name field.

When you access the FIND - Geographic Name Form (CASE404F), the following message appears in the message line:

Enter a query; press EXECUTE QUERY to execute, EXIT to cancel

ENTER QUERY also appears in the status line.

The screenshot displays the 'FIND - Geo Name' form (CASE404F) with a header bar containing the form ID, title, and date. Below the header is a 'Geo Name' input field. A table with three columns: 'Case Serial Num', 'Case Type', and 'Status' is shown, with the first row filled with blacked-out data. To the right of the table is a message: 'Press Next Field to Display Abstract Information.' At the bottom, a message line contains the instruction 'Enter a query; press KP8 to execute, Esc X to cancel.' and a status line shows 'Char Mode: Replace Page 1 ENTER QUERY Count: *0'.

Case Serial Num	Case Type	Status
[REDACTED]	[REDACTED]	[REDACTED]

Figure 1 FIND - Geographic Name Form (CASE404F)

Geographic Name - This 40-character field contains the geo name used in identifying a specific area, case or portion of a case in the geo name table of the case.



Type the geo name, or a portion of it, using the wildcard character, %, as needed. Press EXECUTE QUERY to query the System and retrieve all geo names which meet your query criteria.

If there are no matches to your query, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter**

Re-enter your query criteria and press EXECUTE QUERY.



Only one geo name appears on the form at a given time. Use the NEXT/PREVIOUS RECORD keys to scroll through the geo names retrieved in your query.

When you scroll past the last geo name, the following message appears in the message line, and an asterisk appears next to the record count number in the status line:

Record must be entered or deleted first.

Use the PREVIOUS RECORD key to retrieve the last record.

You may not add, change, or delete the information displayed. If you attempt to add a new record or change an existing record, the following message appears in the message line:

**Form running in query-only mode. Can't
change database fields.**

Example:

Type NE% in the Geographic Name field.

Press EXECUTE QUERY to query the System for all geo names which contain NE.

The first record for appears in the Geographic Name field.

Press the NEXT RECORD key to view the additional geo names which contain NE.



Press NEXT FIELD or NEXT BLOCK to query the System for all case serial numbers that contain the selected geo name.

When the System retrieves cases which contain the specified geo name, the cursor moves into the Case Serial Number field.

The second block of data contains the case serial number, case type and case status fields. These fields are not accessible to edit, but you may query within these fields.

Case Serial Number - This 15-character field contains the unique identifier for each case within the System. The case serial number links all of the information for a particular case together, i.e., geo name, geo name, customer information, action information, land data, etc....

Case Type - This six-digit field contains the appropriate code used to identify the type of case, e.g., 311111 - O&G LSE NONCOMP PUB LAND, 256302 - HOMESITE ALASKA, 231106 - WDL-BLM WILDERNESS DESIG.

Case Status - This two-digit field contains the code representation of the case status, e.g., 02 - PENDING, 07 - CLOSED, etc....



Use the NEXT/PREVIOUS RECORD keys to scroll through the retrieved cases.

You may also use standard query procedures to query particular cases, e.g., only closed cases or authorized cases, using the case serial number, case type and case status fields for entering your query criteria.

NOTE:

If you query from the Case Serial Number, Case Type or Case Status fields, the System only queries and retrieves cases which also contain the displayed geo name. This provides for a second, more limiting query.



Press ENTER QUERY. Case serial number, case type and case status fields clear for you to enter your query criteria. The geo name remains displayed in the top block of the form.

Use the NEXT/PREVIOUS FIELD keys to move the cursor through the Case Serial Number, Case Type and Case Status fields.



Type your query parameters in one or more fields, using the wildcard character, %, as needed.

Press EXECUTE QUERY to retrieve those cases that meet your query parameters and also contain the displayed geo name.

Example:

Press ENTER QUERY.

Press NEXT FIELD twice to move the cursor into the Status field.

Type 07, closed, in the Status field.

Press EXECUTE QUERY.

All closed cases which contain the displayed geo name appear.

If no records match your query, the following message appears in the message line:

**Query caused no records to be retrieved.
Re-enter.**

The cursor returns to the Case Serial Number field, and the form remains in the query mode, noted by the ENTER QUERY in the status line.

Re-enter your query parameters or press CANCEL to cancel the query.

If you cancel the query, press NEXT FIELD or EXECUTE QUERY to retrieve the initially displayed cases that contain the displayed geo name.



Use the NEXT/PREVIOUS RECORD keys to scroll through the retrieved cases.

When you locate a case for which you want to view additional information, press NEXT FIELD to continue to the On-line Case Abstract Form (CASE151F).

Refer to the On-line Case Abstract documentation regarding the usage of the On-line Case Abstract Form (CASE151F).

NOTE:

When you exit the On-line Case Abstract Form (CASE151F) you will return to the FIND - Geographic Name Form (CASE404F).



Press EXIT to exit the FIND - Geographic Name Form (CASE404F) and return to the last accessed menu.

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3.8 Valid Action Code (DICT107F)

The Valid Action Code Form (DICT107F) allows you to view and query valid BLM action codes. All valid action codes appear unrelated to case type usage. Refer to the Valid Case Type/Action Code Form (DICT103F) for to verify usage of a particular action code by a specific case type.

When you select the Valid Action Code option from the Data Retrieval Menu, the Valid Action Code Form (DICT107F) appears, as shown in Figure 1, with your cursor in the Code field.

There are five fields for each action code record: code (action), cat code (category), status code (land status), money cat (category), description (action).

DICT107F		BLM Interim LIS		16-APR-92	
Action Code (2960)					
Code	Cat Code	Status Code	Money Cat	Description	
001	L	FR	1	APLN RECD/CASE ESTABLISH	
002	L			APLN NOT RECEIVED	
003	L			AMEND/CORR APLN RQSTD	
004	L	FR		AMEND/CORR APLN RECD	
006	L	RJ		APLN REJ/DENIED	
007	L	RJ		APLN REJ/DENIED PART	
008	L	SU		ACTION SUSPENDED	
009	L	RL		APLN WITHDRAWN	
010	L	RL		APLN WITHDRAWN IN PART	
011	L	SE		APLN/OFFER SEGR FOR SUS	

<Show Keys=KP1> <Exit=Esc X>

Char Mode: Replace Page 1 Count: 10

Figure 1 Action Code Form (DICT107F)



Press the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through the retrieved values.

You may also enter and execute a query from any of the five fields to select a particular action code or group of codes.



Press the ENTER QUERY key to clear the fields and put the form in Query Mode. Note that the words ENTER QUERY appear in the status line across the bottom of the screen, and the following message appears in the message line:

**Enter a query; press EXECUTE QUERY
to execute, EXIT to cancel.**

Press the NEXT FIELD to move the cursor from one field to the next.



Type your query parameters, using the wildcard character, %, as needed.

Queries that contain more than one wildcard character may cause System performance to deteriorate, resulting in delayed response time to your query.



Press the EXECUTE QUERY key to query the database for records matching the parameters you entered.

Example:

Press ENTER QUERY.

Type L in the Cat Code field.

Press NEXT FIELD to move the cursor to the Status Code field.

Type FR in the Status Code field.

Press EXECUTE QUERY.

All action codes with that set a land status of File Received and are identified as land actions appear.



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the values returned in response to your query.

The following describes the fields on this form. You may not add, change or delete the data appearing on this form, you may only scroll through and query.

**DE 1775/
2960**

Act Code (Action Code) - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to case. Data Element 1775/2960 contains appropriate action codes for specified case types.

Cat Code (Category) - This single-character field contains an **L** to identify those action codes which set land status.

Status - This two-digit field identifies the land status set by the action, e.g., **FR - File Received**.

Money Cat (Money Category) - This single-digit field is either empty or contains an **M** which identifies the action as allowing entry of a money amount in the action record.

Description - This 24-character field contains a brief description of the action code; this description may not be the same retrieved when using the same action with a particular case type. Data Element 1775/2960 contains additional information on action codes and their descriptions.



Press **EXIT** to exit this form and return to the last accessed menu.

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3.9 Valid Case Type (DICT102F)

The Valid Case Type Form (DICT102F) allows you to view and query valid BLM case type codes used in this System.

When you select the Valid Case Type option from the Data Retrieval Menu, the Valid Case Type Form (DICT102F) appears, as shown in Figure 1, with your cursor in the Case Type Code field.

There are three columns on the Valid Case Type Form (DICT102F): Code (Case Type Code), Description (Case Type code description), Legal (legal explanation of the Case Type code).



Press the NEXT/PREVIOUS RECORD keys or the NEXT/PREVIOUS SET keys to scroll through the retrieved values.

DICT102F		BLM Interim LIS	16-APR-92
		Case Type <2961>	
Code	Description	Legal	
000000	PUBLIC LAND <NO ACTION>	SYSTEM ASSUMES ALL LAND ORIGINALLY OWNED	
000001	AREA-ORIGINAL 13 STATES	PRESENT AREA ORIGINAL THIRTEEN STATES	
000002	NORTHWEST TERRITORY	CESSIONS TO THE UNITED STATES FROM THE	
000003	NORTH CAROLINA-TENNESSEE	CESSION TO THE UNITED STATES ON	
000004	LOUISIANA PURCHASE-1803	PURCHASED FROM FRANCE ON APRIL 30, 1803	
000005	RED RIVER-1818	CEDED BY GREAT BRITAIN BY CONVENTION OF	
000006	FLORIDA-1822	TREATY WITH SPAIN ON FEBRUARY 22, 1819	
000007	TEXAS-1845	REPUBLIC OF TEXAS RECOGNIZED AND ANNEXED	
000008	OREGON COMPROMISE-1846	OREGON COMPROMISE WITH GREAT BRITAIN ON	
000009	TREATY WITH MEXICO-1848	TREATY WITH MEXICO ON FEBRUARY 2, 1848	
<Show Keys=KP1> <Exit=Esc X>			
v Char Mode: Replace Page 1		Count: 10	

Figure 1 Valid Case Type Form - (DICT102F)

You may also enter and execute a query from any of the three columns to select a particular case type or group of case types.



Press the ENTER QUERY key on your keyboard to clear the fields. Note that the words ENTER QUERY appear in the status line across the bottom of the screen.

The following message appears in the message line:

Enter a query; press EXECUTE QUERY to execute, EXIT to cancel

Press the NEXT FIELD key to move the cursor from one field to the next.



Type your query parameters, using the wildcard character, %, as needed.

Queries that contain more than one wildcard character may cause System performance to deteriorate, resulting in delayed response time to your query.



Press the EXECUTE QUERY key to query the database for data matching the parameters you entered.

Example:

Code	Description	Legal
3841%		

Type 3841%, designating the first four numbers for a mining claim case type, in the Code column.

Press the EXECUTE QUERY key to query the database for matching responses within these columns.



Use the NEXT/PREVIOUS RECORD and NEXT PREVIOUS SET keys to scroll through the values returned in response to your query.

Note that only one line of legal test appears for each case type. Refer to Data Element 2961 for additional legal descriptions.

The following describes the fields on this form. You may not add, change or delete the data appearing on this form, you may only scroll through and query.

DE 2961

Code (Case Type) - This six-digit numeric field contains the case type code identifying the type of case. Data Element 2961 provides a valid list of case type codes and complete descriptions and legal text. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

If the case citation is not covered by a specific case type code, use the nearest case type ending in 99. This action requires subsequent code correction when a more accurate or appropriate case type is defined or identified.

NOTE:

If the case type you need is in Data Element 2961 but not in LOV, contact your Data Administrator or Supervisor.

DE 2961

Description - This 24-character field contains a brief, often abbreviated, description of the case type code. Refer to Data Element 2961 for a more comprehensive description.

DE 2961

Legal (Legal Text) - This 40-character field contains as much of the official legal description, including applicable laws respecting the case type code, of the case type code. Refer to Data Element 2961 for a more comprehensive legal description of the case type code.



Press EXIT to exit this form and return to the last accessed menu.

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3.10 Valid Case Type/Action Code (DICT103F)

The Valid Case Type/Action Code Form (DICT103F) allows you to view and query valid BLM case types and corresponding action codes. Allowable action codes for each valid BLM case type appear on this form.

When you select the Valid Case Type/Action Code option from the Data Retrieval Menu, the Valid Case Type/Action Code Form (DICT103F) appears, as shown in Figure 1, with your cursor in the Case Type field.

There are 12 fields for each case type/action code record: case type, act (action code), description (action), pend (pending entity), status, form, screen, date type, money cat (category), money type, fund code, fund symbol.

DICT103F		BLM Interim LIS				16-APR-92	
Case Type/Action Code (2962)							
Case Type	Act	Description	Pend	Status	Form	Screen	
000445	001	CASE ESTABLISHED		02			
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol			
		FFE					
Case Type	Act	Description	Pend	Status	Form	Screen	
000445	060	BONUS BID REFUNDED		02			
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol			
		BNS					
Case Type	Act	Description	Pend	Status	Form	Screen	
000445	065	NON-REFUNDABLE PYMT RECD		02			
Date Type	Money Cat	Money Type	Fund Code	Fund Symbol			
		FFE					
<Show Keys=KP1> <Exit=Esc X>							LOU
v Char Mode: Replace Page 1				Count: 3			

Figure 1 Case Type/Action Code Form (DICT103F)



Press the NEXT/PREVIOUS RECORD or NEXT/PREVIOUS SET keys to scroll through the retrieved values.

You may also enter and execute a query from any of the 12 fields to select a particular case type and/or action code combination.



Press the ENTER QUERY key to clear the fields and put the form in Query Mode. Note that the words ENTER QUERY appear in the status line across the bottom of the screen, and the following message appears in the message line:

**Enter a query; press EXECUTE QUERY
to execute, EXIT to cancel.**

Press the NEXT FIELD to move the cursor from one field to the next.



Type your query parameters, using the wildcard character, %, as needed.

Queries that contain more than one wildcard character may cause System performance to deteriorate, resulting in delayed response time to your query.



Press the EXECUTE QUERY key to query the database for records matching the parameters you entered.

Example:

Press ENTER QUERY.

Type 311111 in the Case Type field.

Press NEXT FIELD to move the cursor to the Money Category field.

Type M in the Money Category field.

Press EXECUTE QUERY.

All action codes within the 311111 case type which allow money entries appear.



Use the NEXT/PREVIOUS RECORD and NEXT/PREVIOUS SET keys to scroll through the values returned in response to your query.

The following describes the fields on this form. You may not add, change or delete the data appearing on this form, you may only scroll through and query.

DE 2961 **Case Type** - This six-digit field contains the case type codes used to identify the type of case for cases established in the BLM automated systems. Data Element 2961 provides a valid list of case type codes and complete descriptions and legal text for each code. At present, the first two digits of the code refer to Title 43, Code of Federal Regulations (CFR).

**DE 1775/
2960** **Act Code (Action Code)** - This three-digit numeric field identifies steps or actions taken to effect change and/or notations to any record. Data Element 1775/2960 contains appropriate action codes for specified case types.

Keep in mind that each case type allows only certain action codes. This form indicates if an action code changes the case status and if so, which status, which codes allow a 2nd date entry and which type of 2nd date, and which codes require a pending entity. (Pending entity requirements are determined by each state.)

Description - This 24-character field contains a brief description of the action code for the specified case type, i.e., different case types may have different definitions for the same action code.

Pend (Pending Entity) - This single-character field, if completed, identifies whether a particular action code requires a pending entity when used in a particular case type.

DE 2586 **Status** - This two-digit field identifies action codes which change the case status and the code of the case status. Data Element 2586 contains valid case status codes and their corresponding descriptions.

Form - This eight-character field identifies subsystems within the System which you may access for this action.

Screen - This single-character field indicates whether or not using this action code results in a default to the comprehensive or brief action page in the B/C field on the brief action record page of update and establish action record forms. Each state controls the values in this field.

Date Type - This two-character field identifies action codes which allow a second date and second date type and which date types are permitted for use with the specific action code. If the second date type is **70-Multiple**, you may choose from several or all second date types for the specific action code/record, e.g., **Action 328 - PLAN OPER/EXPL/DEV FILED** allows any one of three second date type codes: **03** - approved, **06** - Denied, **23** - Withdrawn.

Money Cat (Money Category) - This single-digit field is either empty or contains an **M** which identifies the action, in the specified case type, as allowing entry of a money amount in the action record.

DE 2538 **Money Type** - This three-character field contains the abbreviation for the type of money involved in the transaction recorded in the displayed case type/action code combination within a case. Data Element 2538 contains valid money type codes.

DE 3042 **Fund Code** - This four-digit field contains a numeric code representing the type of transaction occurring between the BLM and the customer for the specified case type/action code combination displayed. Data Element 3042 contains valid fund codes used by the BLM.

Fund Symbol - This 16-character field contains a BLM code which reflects the fund accounting symbol associated with the fund code identified for monies received for the case type/action code combination displayed. Data Element 3042 contains valid fund symbols.



Press EXIT to exit this form and return to the last accessed menu.



Chapter 4:

Ad-hoc Query

This chapter explains...

- How to access Ad-hoc query environment from within the System
- What ad-hoc queries can do to meet your database modification needs

NOTE:

Space in this chapter has been provided to accomodate additional training or other materials relating to the design, construction and execution of SQL (Structured Query Language) statements at the command line level.

4.0 Ad-hoc Query

The Ad-hoc Query selection from the LIS Main Menu provides access to a SQL*Plus command line environment. Within SQL*Plus you can create and execute SQL (Structured Query Language) statements.

SQL*Plus works within the Oracle®-based System, using the SQL command language to create and modify tables in the System, add information to the tables, change information in the tables and retrieve information in a format of your design. Also, you may execute statements to perform calculations on the System database and to combine information in new ways, as well as to maintain the database itself.

NOTE:

Contact your Data Administrator for access rights, SQL training and other issues related to querying and retrieving data within the SQL-Plus environment.

Check with your office regarding the availability of SQL training in your area.

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